

REQUEST FOR PROPOSALS FOR

Project Collaboration and Documentation System

ISSUING OFFICE

**Pennsylvania Turnpike Commission
Engineering Department**

RFP NUMBER

11 - 40110 - 3146

DATE OF ISSUANCE

May 19, 2011

REQUEST FOR PROPOSALS FOR
Project Collaboration and Documentation System

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PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy the need for a Project Collaboration and Documentation System (PCDS).

I-2. Issuing Office. This RFP is issued for the Commission by the Engineering Department.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. Evaluate and provide a solution to the Commission's Project Collaboration and Documentation System needs for working with external and internal partners to communicate, transport, share, file and maintain project documentation from beginning to end of a project including project archiving. Evaluate the needs for developing a Project Portfolio Management system that will allow both internal and external Project Managers to efficiently create, update, and track both budget and schedule on projects. Identify and implement the best solution to meet the Commission's needs within the required timeframe.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fixed fee. The Commission may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-7. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period use of any subcontractors by the selected Proposer, which were not previously identified in the proposal, must be approved in advance in writing by the Commission.

A firm that responds to this solicitation as a prime may not be included as a designated subcontractor to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated subcontractor to more than one prime contractor responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs that any Proposers incur in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I.9. Questions and Answers. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions should be submitted by email to RFP-Q@paturmpike.com with **RFP 11-40110-3146** in the Subject Line to be received no later than **Monday, June 6, 2011 by 12:00noon EDT**. All questions and written answers will be posted to the website as an addendum to and become part of this RFP.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to ensure the submitted proposal complies with any changes in the published advertisement.

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Wanda Metzger, on or before **Wednesday, June 29, 2011 by 12:00noon EDT**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106.

Please note that use of U.S. Mail, FedEx, UPS, etc... does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in eight (8) hard copies and one **complete and exact** copy of the technical proposal on CD-ROM in Microsoft Office or Microsoft Office-compatible format to the Contract Administration Department. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. For this RFP, the proposal must remain valid for at least 120 days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, the Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-14. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. Oral Presentation. The Commission may require a responding firm to give an oral presentation of their firm's Technical Proposal and approach to the Scope of Work and Services as soon as ten (10) days after the proposal response due date. The Issuing Office will limit oral presentations to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award. Refer to PART III-3.e for more information.

I-16. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award.

I-17. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-18. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission's option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

In accordance with the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.707 (Production of Certain Records), Proposers shall identify any and all portions of their Proposal that contains confidential proprietary information or is protected by a trade secret. Proposals shall include a written statement signed by a representative of the company/firm identifying the specific portion(s) of the Proposal that contains the trade secret or confidential proprietary information.

Proposers should note that “trade secrets” and “confidential proprietary information” are exempt from access under Section 708(b)(11) of the RTKL. Section 102 defines both “trade secrets” and “confidential proprietary information” as follows:

Confidential proprietary information: Commercial or financial information received by an agency: (1) which is privileged or confidential; **and** (2) the disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

Trade secret: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device, method, technique or process that: (1) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; **and** (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software by an agency under a licensing agreement prohibiting disclosure.

65 P.S. §67.102 (emphasis added).

The Office of Open Records has determined that a third party must establish a trade secret based upon factors established by the appellate courts, which include the following:

- the extent to which the information is known outside of his business;
- the extent to which the information is known by employees and others in the business;
- the extent of measures taken to guard the secrecy of the information;
- the value of the information to his business and to competitors;
- the amount of effort or money expended in developing the information; and
- the ease of difficulty with which the information could be properly acquired or duplicated by others.

See Crum v. Bridgestone/Firestone North Amer. Tire., 907 A.2d 578, 585 (Pa. Super. 2006).

The Office of Open Records also notes that with regard to “confidential proprietary information the standard is equally high and may only be established when the party asserting protection shows that the information at issue is either ‘commercial’ or ‘financial’ and is privileged or confidential, and the disclosure **would** cause substantial competitive harm.” (emphasis in original).

For more information regarding the RTKL, visit the Office of Open Records’ website at www.openrecords.state.pa.us.

I-19. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers, other than the position of its proposal in relation to all other proposals.

I-20. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-21. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-22. Cost Submittal. The cost submittal, Attachment D, shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-23. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) for a period of two (2) years, with up to three (3) one (1) year renewable extensions for maintenance and support. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-24. Proposer's Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to PART II-1 through II-8 hereof; (ii) Cost Submittal, in response to PART II-9 hereof.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in PART IV of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of personhours allocated to each task.

II-4. Prior Experience. Proposers should include in the Proposal their experience in the design, development, installation and maintenance of Project Collaboration and Documentation Systems, particularly with architecture/engineering/construction (AEC) clients. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Personnel. Provide an organizational chart, including the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work and which expertise i.e. project management, database engineering, software engineering, etc. they will be providing. Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document

education and experience in designing, testing, implementing and maintaining a project collaboration and documentation system, particularly with architecture/engineering/construction (AEC) clients. Indicate the responsibilities each will have in this project and how long each has been with your company. Identify subcontractors you intend to use and the services they will perform.

II-6. Training. At a minimum, the selected Proposer shall provide two (2) separate training sessions (training approximately 10 Commission employees per training session), each within the Middletown, Pennsylvania area. Proposers shall include the duration of the training, curricula, types of training materials to be used, and number and level of instructors in their proposal, as well as the cost of additional training should it be requested by the Commission (see Attachment D). Once trained by the selected Proposer, the Commission employees will be responsible for all future training.

II-7. Technical Requirements. In this section, the Proposer shall demonstrate the ability to meet the requirements defined in PART IV, PART V, PART VI and ATTACHMENT B of this RFP. This section of the Technical Proposal shall be organized to conform to the RFP paragraph by paragraph to each corresponding section in the RFP. The Proposer should follow the proposal sequence and format, responding to the section or requirement as to whether the proposed system satisfies the RFP's intent expressed in that section or not. Responses that clearly describe how the requirements will be satisfied will be rated more favorably; responses that simply repeat the words in the RFP or simply state that the proposed system will provide what the section asks for, will not. Other materials, which may improve the quality of the response, should be included as items attached to this section in a separate Attachment.

II-8.DBE/MBE/WBE Participation. The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Proposal. Proposed DBE/MBE/WBE firms must be certified by one of the following entities:

1. PA Unified Certification Program Certification www.paucp.com
2. PA Department of General Services (DGS) <http://www.dgs.state.pa.us/> and any reciprocity given to firms by DGS. (Click on link to Bureau of Minority and Woman Business Opportunities for Small, Disadvantaged Firms (SDF Database), and Minority and Woman Firms, (M/WBE Database))
3. National Minority Supplier Development Council certified firms. <http://www.nmsdcus.org/>
4. Women Business Enterprise National Council (WBENC) <http://www.wbenc.org/>
5. Firms certified by the United States Small Business Administration-certified small disadvantaged businesses or 8(a) small disadvantaged business concerns.

Prime contractors should include the certifying agency and proof of certification of the small, disadvantaged, minority or woman business as part of their proposal. The Turnpike reserves the right to amend this list and maintains sole decision-making authority on the acceptance of certifying agencies and designations. While D/M/WBE participation is not a requirement for this RFP, inclusion of D/M/WBEs will be a factor in the evaluation determination. **If further information is desired concerning DBE/MBE/WBE participation**, direct inquiries to the Pennsylvania Turnpike Commission's Contract Administration Department by calling (717) 939-9551 Ext. 4241.

II-9. Cost Submittal. The information requested in this section shall constitute your cost submittal. **The Cost Submittal, Attachment D, shall be placed in a separate sealed envelope within the sealed proposal, separate from the technical submittal.**

Proposers should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Proposers should direct in writing to the Issuing Office pursuant to PART I-9 of this RFP any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

The total cost you are proposing must be broken down, but not limited to the following components:

Schedule 1: Cost Summary. Individual and total costs of Schedules 2-7.

Schedule 2: Software License Fees. Itemize. If there are no software license fees in your proposal, so state.

Schedule 3: Professional Services. Itemize to show the following for each category of personnel with a different rate per hour:

- Category (e.g., partner, project manager, analyst, senior auditor, research associate).
- Estimated hours.
- Loaded rate per hour (Indicate what labor overhead rate and/or Fee or Profit is used in your proposal in the comments section).
- Total cost for each category and for all Professional Services costs.

Schedule 4: Training. Itemize to show the following for each category of personnel with a different rate per hour:

- Category (e.g., partner, project manager, analyst, senior auditor, research associate).
- Estimated hours.
- Loaded rate per hour (Indicate what labor overhead rate and/or Fee or Profit is used in your proposal in the comments section).
- Total cost for each category and for all Training costs.

Schedule 5: Travel and Subsistence. Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must not exceed current Conus rates and IRS approved mileage rates. If there are no travel and subsistence in your proposal, so state.

Schedule 6: Maintenance and Support. At the Commission's option, up to three (3) one (1) year renewable extensions for maintenance and support, beginning after the original two (2) year contract expires may be requested; provide yearly maintenance and support costs for years three, four, and five. If there are no maintenance and support costs in your proposal, so state.

Schedule 7: Additional Costs. Itemize. If there are no other direct costs in your proposal, so state.

Software Provider Price Statement. A separate signature page is required for each software provider associated with your proposal.

Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

The selected Proposer shall only perform work on this contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice to Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under this Contract.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a Proposer; (b) properly signed by the Proposer; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposal Evaluation. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-3. Evaluation Criteria. The following criteria will be used, in order of relative importance from the highest to the lowest, in evaluating each proposal:

- a. **Understanding the Problem.** This refers to the Proposer's understanding of the Commission needs that generated the RFP, of the Commission's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.
- b. **Proposer Qualifications.** This refers to the ability of the Proposer to meet the terms of the RFP, especially the time constraint and the quality, relevancy, and recency of studies and projects completed by the Proposer. This also includes the Proposer's financial ability to undertake a project of this size.
- c. **Personnel Qualifications.** This refers to the competence of professional personnel who would be assigned to the job by the Proposer. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP. Particular emphasis is placed on the qualifications of the project manager.
- d. **Soundness of Approach.** Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service/project. Of equal importance is whether the technical approach is responsive to all written specifications and requirements contained in the RFP (see Attachment B) and how well it satisfies Commission objectives.
- e. **Oral Presentation.** This refers to the Proposer's on-site software demonstration, if requested by the Commission. The goal is for the Proposer to demonstrate the functionality of the proposed solution features (see Attachment C) so the evaluators can witness the soundness of approach and the proposed solution's ability to perform the specific requirements as per the responses provided in Attachment B.
- f. **Cost.** While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the

factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.

- g. DBE/MBE/WBE Participation.** This refers to the inclusion of D/M/WBE firms, as described in PART II-8, and the extent to which they are expected to participate in this contract. Participation will be measured in terms of total dollars committed or percentage of total contract amount to certified D/M/WBE firms. This information shall clearly be identified in Attachment D: Cost Proposal Worksheets.

PART IV

WORK STATEMENT/ SYSTEM DEVELOPMENT

IV-1. Objectives. Evaluate and provide a solution to the Commission's Project Collaboration and Documentation System needs for working with external and internal partners to communicate, transport, share, file and maintain project documentation from beginning to end of a project including project archiving. Evaluate the needs for developing a Project Portfolio Management system that will allow both internal and external Project Managers to efficiently create, update, and track both budget and schedule on projects. Identify and implement the best solution to meet the Commission's needs within the required timeframe.

IV-2. Nature and Scope of the Project. The nature of this project is to provide a solution for the entire Project Life cycle (Initiation, Planning, Executing, Controlling and Closing) from Study or Design Phase through Construction completion. The scope of this project is to integrate project life cycle processes (See Attachment E Life Cycle of a PTC Transportation Project for more detail) into a system that includes the following functionalities (See Attachment B Functional and Non-Functional Requirements for more detail):

- **Archiving**
- **Communication**
- **Construction Document Management**
- **Document Management**
- **File Searching**
- **Reporting/Tracking**
- **Forms and Associated Workflow**
- **Workflow Routing**
- **Hardware/Software Interface**
- **Security**
- **Usability**
- **Technical Support**

IV-3. Requirements. The proposed solution shall be developed, tested, and installed in adherence with Attachment B. Each proposal must include Attachment B, completed by the proposer in accordance with its instructions, which includes a response to each of the listed Functional and Non-Functional Requirements. At a minimum, the system must be able to handle the current working environment, which consists of 250 concurrent Capital Plan Projects being accessed by 1500 Commission Project Managers, Consultant Design Review Managers, Consultant Project Managers and registered business partners.

The selected Proposer will be responsible for successfully designing, testing, and implementing the software and hardware to provide for the operational requirements of this RFP. Final acceptance of the system will be measured against full compliance with the selected Proposer's responses provided to the functional and operational requirements of the RFP.

IV-4. Tasks. Preliminary Commission analysis has divided the tasks into the 12 categories listed in PART IV-2 above. The selected Proposer is expected to install and test a Project Collaboration and Documentation System, configured as per the responses provided in Attachment B, in accordance with the System Design Document (SDD) as approved by the Commission and tested in accordance with the Test Plan as approved by the Commission.

As indicated in PART II of the RFP, the Proposer is given the opportunity to recommend modifications to the task segmentation in the proposal. However, to facilitate effective evaluation of such changes, the task statement in the RFP should be painstakingly prepared.

IV-5. Plan and Documentation Requirements. The selected Proposer will, once under signed contract with the PTC, be expected to develop and deliver the following. Each of the following must be approved by the Commission before the selected Proposer proceeds further with the work.

a. Project Management Methodology. A detailed Project Management Methodology shall be submitted electronically to the Commission. The Methodology shall include a detailed description of the management technique to be used during all phases of the project. Specific areas of project control to be identified shall include, but are not limited to, the following:

- Approach to the Work;
- Communication with the Commission;
- Primary Project Responsibility;
- Design and Development of System Architecture and Software;
- Progress Scheduling [Critical Path Method (CPM) based];
- Progress Reporting and Coordination with the Commission;
- Quality Program;
- Configuration/Change Control;
- Testing Approach;
- Design and Design Reviews;
- On Site Installation;
- Record Keeping;
- Sub-Contractor Management and Coordination (if any); and
- Approach to Problem Identification Reporting/Change Management.

b. Detailed Requirements Specification. A Detailed Requirements Specification (DRS) shall be submitted electronically and requires approval by the Commission. The selected Proposer shall prepare a Requirements Traceability Matrix - a matrix of rules and requirements to be incorporated in and tested for system implementation. These rules and requirements shall be extracted and expanded from this RFP, the Proposal, and if requested by the Commission, the oral presentation. The format of the DRS shall provide a column in the matrix to indicate if, when and how the requirement is to be verified, whether by inspection, analysis or test.

The selected Proposer will conduct a walk-through for the Commission requirements for review, clarification, and to support the development of the DRS. Because the requirements may evolve over the course of the Project, the selected Proposer shall update the DRS as needed and shall

use a versioning and configuration control process to maintain the document. Updated versions of the Requirements Traceability matrix shall be submitted in redline where it would be helpful in distinguishing matrix elements that have changed from those that have not.

- c. **Detailed Project Plan.** A Detailed Project Plan identifying the work elements of all tasks, the resources assigned to each task, and the time allotted to each element and the deliverable items to be produced shall be submitted electronically and requires approval by the Commission before the selected Proposer can begin the work.
- d. **System Design Document.** A detailed System Design Document (SDD) shall be submitted electronically and requires approval by the Commission.

The SDD shall be an extension of this RFP, the Proposal and the System Design Review. The selected Proposer shall provide functional narrative text, system and subsystem block diagrams, data flow diagrams, data structure diagrams, schematics and other graphic illustrations to demonstrate the technical adequacy of the system design approach and compliance for system hardware and software with quality assurance, reliability, maintainability, software development, and other requirements of these specifications.

The SDD shall be reviewed as soon as possible at a project progress meeting. It shall include such detail as screen layouts, report formats, software design, testing procedures, operational procedures, business process procedures, etc.

The topics to be discussed in the SDD shall include at least, but are not limited to the following:

- Scope of Project
- Compliance Review Matrix
- System Architecture
- Interaction between Software Products and any other Technological Components
- Project Collaboration and Documentation System Design
 - Functionality
 - Hardware, Specifications and Integration
- Software/Database Design
 - OS
 - Relational Database and Relationships
 - Software Products/Programming Language
 - Version Management

The SDD shall be updated throughout the Project as design details emerge and mature. The selected Proposer shall use a versioning and configuration control process to maintain the document. Upon completion of the system, the selected Proposer shall deliver updated SDD that reflects the “as-built” system.

- e. **Test Plan.** A detailed Test Plan shall be submitted electronically and requires approval by the Commission. The selected Proposer shall prepare a detailed plan for testing all components and functionality specified and required under this RFP. This plan shall include functional tests,

integration tests, and other tests culminating in the performance of the Unit Testing, Integration Testing, and Final User Acceptance Testing. Files from completed projects will be available and may be requested from the Commission by the selected Proposer for use in beta testing or as pilot projects. The selected Proposer shall submit a written report describing and detailing results for all tests performed.

The Commission shall be permitted to participate in or otherwise observe any and all of these tests. The selected Proposer shall include tentative dates for conducting the various tests in the test plan. During the course of the work reasonable modifications to these dates may be permitted by the Commission provided a written request for such changes is made at least two (2) weeks prior to the original test date.

All costs associated with testing shall be deemed to be included in the Proposer's bid price.

- f. Rollout Plan.** A detailed Rollout Plan shall be submitted electronically and requires approval by the Commission. It is intended to use a phased implementation/migration or rollout that will span 6 to 18 months. Rollout of a new system will need to consider the schedule for training Project Managers as well as an effective plan to migrate existing projects to a new system or complete them on the current tools. The selected Proposer will need to define an approach that limits risk, but yet accomplishes the cutover quickly and seamlessly.
- g. Training Plan.** A detailed Training Plan shall be submitted electronically and requires approval by the Commission.

The Training Plan shall use the Train-The-Trainer methodology and shall be an extension of this RFP, the Proposal, the Detailed Requirements Specification (DRS), and the System Design Document (SDD) and shall include an outline of the training, including its duration, and copies of the training materials to be used.

- h. Status Report.** On a monthly basis the selected Proposer shall update and meet with Commission staff to review progress against the Detailed Project Plan. The selected Proposer shall prepare and submit to the Commission monthly progress reports on the status of all major items, covering activities, problems, and recommendations; the report should be keyed to the detailed project plan as approved by the Commission. The monthly progress report shall include a summary of the activities conducted and milestones achieved in the prior month as well as those planned for the subsequent month. The monthly report shall be submitted electronically a minimum of five (5) business days prior to the scheduled meeting date.

Project progress meetings shall be conducted monthly at the offices of the Commission, at a schedule to be proposed by the selected Proposer and approved by the Commission. The purpose of these meetings will be to monitor progress, discuss design issues and plan for system installation, test and startup of operations. The agenda and documents that are scheduled for examination at the project progress meetings shall be submitted electronically to the Commission at least five (5) business days prior. Additional design review meetings may be held during the development process as the Commission and the selected Proposer deem necessary.

- i. Problem Identification Report.** An “as required” report, submitted electronically identifying problem areas as defined in the Project Management Methodology. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Proposer recommendations with supporting rationale.
- j. Post-Sales Support.** After Commission approval of the Detailed Requirements Specification and the System Design Document, the selected Proposer shall provide an updated estimate/recommendation of the number and type of Commission support staff needed for their software solution once implementation and training has been completed. This should include not only technical (IT) resources, but also any other managerial/administrative resources. Discuss on-site support options and other support (e.g. remote dial-in, website access to patches, fixes and knowledge base, the availability of local/national user groups).

IV-6. Replacement of Legacy Systems.

- Autodesk Buzzsaw
- Autodesk Constructware
- Third Party Web Portals (Total Reconstruction Website, etc.)
- Commission’s CDS (Construction Documentation System)

IV-7. Interactions with Other Systems.

- SAP
- Microsoft Client Access License (CAL)
- Microsoft Office 2010 (Excel, Outlook, Word, etc.)
- Microsoft SharePoint Foundation 2010 (the Commission currently owns 1,300 SharePoint CALs, but does not own a SharePoint Server 2010 license)
- Microsoft SQL Server (if hosted onsite at Commission)
- Microsoft Unified Communications
- Microsoft Windows 7
- Commission’s EBS (Electronic Bidding System)
- OnBase by Hyland Software
- PROGEN by the Gordian Group
- FEMO Database under development by PSU

IV-8. Operating Environment. Users will access the system internally from multiple Commission offices and externally from multiple Consultant/Contractor offices and job sites from desktops, laptops and mobile devices.

IV-9. Assumptions. Along with the proposed software/hardware, the Commission is looking for an integrator to provide resources to lead us through implementation and migration into this new system.

IV-10. Milestone Schedule. The specific milestones and submittals, which include the Commission’s required milestone dates for the project, are set forth in Table 1 - Milestone & Submittal Schedule, below. The Proposer’s CPM Project Schedule shall include, but shall not be limited to the milestones

and submittal dates shown in Table 1. The schedule shall be used as a basis for progress tracking throughout the course of work.

The Proposer shall submit a proposed milestone and submittal schedule table in the Technical section indicating what is proposed as milestone and submittal timing.

Table 1 - Milestone & Submittal Schedule	
MILESTONE/SUBMITTAL	TARGET DATE ⁽¹⁾
Mobilization Meeting	Just prior to or after Notice to Proceed
Notice to Proceed (anticipated)	10/7/2011
Detailed Requirements Specification (DRS) Review	Within 2 weeks of Notice to Proceed
Detailed Project Plan Approval	(1)
System Design Document (SDD) Approval	(1)
Begin Software Configuration	(1)
Test Plan Approval	(1)
Rollout Plan Approval	(1)
Training Plan Approval	(1)
Finish Software Configuration/Testing	(1)
Commission Infrastructure Configuration/Installation	(1)
Installation Testing and Approval	(1)
Training	(1)
Go Live	No Later than 10/01/2012

Note: ⁽¹⁾ The Proposer is free to schedule these dates as long as the named milestone dates are not endangered or compromised.

IV-11. System Development. The Commission shall require the selected Proposer to utilize sound integration software development processes. In their Technical Proposals, Proposers shall describe their integration software development process, including detailed examples of their process applied to projects of similar scope. The proposed conformance to a standard Systems Development Life Cycle Methodology (SDLC) should be indicated in the Proposal.

PART V

WARRANTY/MAINTENANCE

V-1. Warranty/Maintenance General Scope. The selected software providers shall warrant that the proposed software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected prime software provider contract and will be warranted as such. The selected software providers must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for the duration of the implementation and for a period of not less than 24 months after final acceptance of all modules/suites/applications included in the implementation. The Commission will look more favorably at software providers with warranty periods longer than the minimum specified herein. Any conflicting warranty information or licensing provisions incorporated in the software requiring release of the terms within the RFP or consent to the terms incorporated within the software whether direct or implied in order to load the software is void to the extent that it conflicts with the final negotiated contract warranty terms.

The selected Proposer shall warrant to the Commission that, from the time of its installation until the end of the last Maintenance Period, the Project Collaboration and Documentation System, whether hosted on-site at the Commission or off-site from the Commission, will provide substantially the features and functions as described by the selected Proposer in the submitted Requirements Response Worksheet (Attachment B) under normal use and circumstances. The selected Proposer's entire liability and the Commission's exclusive remedy for breach of the warranty set forth in the preceding sentence is, at the selected Proposer's sole option, to attempt to correct or work around errors, or to refund the license fees actually paid by the Commission and terminate this Terms Of Use (TOU). The Commission must notify the selected Proposer of any claim under the warranty set forth in this section within thirty (30) days of occurrence of the event giving rise to such claim.

The selected Proposer shall warrant to the Commission that the Customer Support Services will be performed in a manner consistent with generally accepted industry standards and practices applicable to support services of a similar nature as the Customer Support Services. The selected Proposer's entire liability and Commission's exclusive remedy for breach of the warranty set forth in the preceding sentence is for the selected Proposer to use commercially reasonable efforts to correct or re-perform the non-conforming Customer Support Services in accordance with generally accepted industry standards and practices applicable to support services of a similar nature as the Customer Support Services. The Commission must notify the selected Proposer of any claim under the warranty set forth in this section within thirty (30) days of occurrence of the event giving rise to such claim.

The selected Proposer shall use commercially reasonable measures to screen all software provided or made available by it to the Commission hereunder to avoid introducing any virus or other computer software routine or hardware components that are designed to permit unauthorized access or use by third parties to the software installed on the Commission's equipment, to disable or damage hardware or damage, erase or delay access to software or data installed on the Commission's equipment, or to perform any other similar actions ("Virus"). A Virus does not mean or include license restrictions, maximum user restrictions, authorization or registration requirements, or similar usage restrictions,

provided however that the selected Proposer does not use any back door remote access to enforce the aforementioned items. The selected Proposer shall not insert into any software used by it hereunder any code or other device that would have the effect of disabling, damaging, erasing, delaying or otherwise shutting down all or any portion of the Project Collaboration and Documentation System or the hardware, software or data used in providing the Project Collaboration and Documentation System (“Malicious Technology”). Malicious Technology does not mean or include license restrictions, authorization or registration requirements, or similar usage restrictions.

The selected Proposer shall perform all routine preventive, corrective, and emergency maintenance in accordance with the Maintenance Plan as approved by the Commission and shall be required to maintain and assure that the Project Collaboration and Documentation System operates reliably and accurately.

The selected Proposer shall not make any customizations, enhancements, modifications, or take corrective action to the implemented system without the written consent of the Commission. The process will be further defined during the design phase of the project with the selected Proposer.

Changes shall not be made to the system without first being fully tested including regression testing. The selected Proposer shall develop a test plan for any and all such changes. The selected Proposer will schedule times and locations where changes to software will be tested.

The selected Proposer shall be responsible for maintenance from the time of its installation until the end of the last Maintenance Period. The selected Proposer shall provide a toll-free telephone number to receive phone-in reports of equipment problems that is staffed Monday-Friday, 7AM-5PM ET, except for Commission holidays. In addition to responding to phoned in failure reports, the selected Proposer shall proactively seek out the occurrence of failure by checking the Project Collaboration and Documentation System for failure messages that are below the priority level causing immediate corrective actions.

All software will be entered into an escrow account selected and paid for by the Commission and agreed upon by the selected Proposer.

V-2. Maintenance and Support Program. Please describe your “Proposed Solution” maintenance and support program. Please describe in detail what services will be provided by the prime software provider and what will be provided by any third-party software providers.

Please specify what on-going support (along with the locations of technical support offices that would service the Commission) will be provided by the prime software provider and any third-party software providers. At a minimum, the selected Proposer shall provide the following:

1. Post-Sales Support – Please provide an estimate/recommendation of the number and type of Commission support staff needed for your software solution once implementation and training has been completed. Discuss on-site support options and other support (e.g. remote dial-in, website access to patches, fixes and knowledge base, the availability of local/national user groups).

2. Customer Support – The selected Proposer will be responsible for assisting the Commission in answering user questions and identification of errors. Describe special plans or “levels” of customer support; provide definitions for gold, silver, etc. support levels. Include toll-free support hotline, hours of operation (Eastern Standard Time), etc. Describe how problem reporting and resolution procedures are delivered after a customer support call is made.
3. Troubleshooting – The selected Proposer will troubleshoot and resolve system problems and will take corrective action as needed. Prior to doing any work the selected Proposer will notify the Commission.
4. System Monitoring – System monitoring and regular timely reporting of findings to the Commission. Maintenance, upgrades and tuning as needed and as agreed upon by the Commission.
5. Migration and Upgrades – The selected Proposer will be responsible to perform migration and upgrade of the system, including software and hardware if required, bug fixes, and patches. Describe the delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
6. Restore – The selected Proposer will be responsible for performing restore and recovery of any component of the system as required after failure.
7. Warranties – The selected Proposer shall track warranties for all software/hardware associated with this contract to avoid unnecessary repair costs.

PART VI

CONTRACTOR PROPOSED OPTIONS

In response to this section the Proposer may present a technical description of any options that it wishes to present to the Commission for inclusion in, to supplement or to replace elements of its basic proposal; i.e. options that would result in an improved cost/benefit tradeoff over what may be defined or suggested by the technical section of this RFP. Changes to the operation or performance levels of the basic proposal should be fully described. The cost of each such proposed option should be separately reflected in a separate set of Cost Proposal Worksheets (see Attachment D) showing the cost impacts (increases or decreases by category shown on the Cost Proposal Worksheets) of that proposed option on the basic cost proposal. This opportunity is open only if the Proposer has made an acceptable basic proposal responsive and in compliance with the requirements of the RFP.

Submission of pricing for proposed options should be an additional set of the Cost Proposal Worksheets in Attachment D labeled with the name of the option that details the cost impacts (plus or minus) on the cost of the base proposal. In the technical proposal general references may be made to cost such as to say the net impact of the option would be to lower or raise the system cost, but no specific dollar impacts for the options should be included in the Technical Proposal; this should only be included in the Price Proposal.

ATTACHMENT A

DEFINITIONS AND ACRONYMS

A-1. Definitions in Support of this RFP:

ADDENDUM – A public document issued before the receipt of proposal, which revises, modifies or otherwise changes published specifications and contract documents.

ADDITIONAL WORK – Work, of a type already provided by the Contract and for which the Contract has established a unit price.

AWARD – The Commission's acceptance of a proposal.

CHANGE ORDER – An order, signed by the Representative, authorizing the elimination of work or the performance of additional or extra work from what is stated in the RFP.

COMMISSION – The Pennsylvania Turnpike Commission.

CONFIGURATION – Making choices about how the software should operate and enabling the choices by creating or selecting values in the parameters of the software. Changing the software to achieve the look, feel and functions required by the Commission without modifications at the “Code” level and core database structure.

CONSTRUCTION DOCUMENTATION SYSTEM (CDS) – The computer system that is used to record activities on a project, record quantities and enter payments for the contractor or subcontractors for work performed.

CONTRACT – The written agreement between the Commission and the selected Proposer for the performance of the Work and the Project. The contract includes the following: The executed Contract; Plans; Specifications; Notice to Proceed; and all change orders that are required to complete the performance of the Work and of the Project.

CONVERT – To change from one data type or format to another. (See migrate below)

CUSTOMIZATION – Changes to a software's base source code, dictionary objects, screens, or other application objects from their vendor-delivered, initial state.

ELECTRONIC BIDDING SYSTEM (EBS) – Custom Internet application which provides vendor registration and electronic bid collection for Commission construction projects.

EQUIPMENT – With respect to the System, the equipment, hardware, parts, and other materials and supplies necessary for providing the products and performing the services necessary for the Proposed Solution or otherwise furnished by the selected Proposer as part of the Work for the Contract.

EXTRA WORK – Changes resulting in significant additions or deletions to the amount, type or value of the Work for the Project, as from time to time directed by the Commission.

IN WRITING – Communication between parties delivered or sent, and received, in the form of a written letter, e-mail, facsimile, telegram, or mailgram.

INTEGRATED PRODUCT – Two or more independent products that can act together seamlessly as a single system.

INTERFACED PRODUCT – Two or more systems that stand independently and interact via a communication boundary or other common medium.

MAINTENANCE – Activities performed by the vendor(s) and the Commission to ensure optimum operational capabilities are sustained. This includes the coordination and implementation of new releases, updates, patches, and bug fixes.

MIGRATE – To move data from one application database to another. Data migration is necessary when an organization decides to use a new computing systems or database management system that is incompatible with the current system. Typically, data migration is performed by a set of customized programs or scripts that automatically transfer the data.

MILESTONE DATE – The date on which a specific portion of physical contract work is to be completed, before the Required Completion Date of all contract work.

NOTICE TO PROCEED – The formal notification by which the Commission tells the selected Proposer to start work.

ONBASE – Commission’s Document Management System.

PROJECT – All of the work described in the Contract, including the design, fabrication, installation, testing, and integration of the goods and services as more specifically set forth in the Contract Documents.

PROJECT COLLABORATION AND DOCUMENT SYSTEM (PCDS) – Project team members, both internal and external partners, communicating, transporting, sharing, filing and maintaining project documentation from the beginning to the end of a project including project archiving.

PROPOSED SOLUTION – The Project Collaboration Document System supplied by the prime vendor consisting of vendor supplied products and including all third party products that come together to meet the requirements of the Commission.

PROPOSER – Any individual, firm, partnership, or corporation, submitting a proposal for the work contemplated and acting either directly or through an authorized representative.

REMOTE COMPUTING – Users that access Commission applications and related data via the Commission WAN (e.g. ERO, WRO, Maintenance Sheds) or the internet; as opposed to users located at the Commission’s Administration Building.

REQUEST FOR PROPOSALS (RFP) – The documents, designated by the Commission, containing Project requirements and other information upon which a proposal for the Project to be constructed is to be based. The Request for Proposal includes the Plans, Specifications, Special Provisions, referenced Standard Drawings, Addenda, and all other documents referred to therein, whether or not attached.

REQUIRED COMPLETION DATE – The date on which all Contract work, including any authorized additional or extra work, is to be completed. The Required Completion Date is: (1) the date which follows the Notice to Proceed Date by the number of calendar days allowed for Contract completion shown in the Contract plus any time extensions issued in writing by the Representative less any time reductions issued in writing by the Representative; or (2) the completion date shown in the Contract plus any time extensions issued in writing by the Representative less any time reductions issued in writing by the Representative.

SELECTED PROPOSER – The individual, firm, partnership, or corporation awarded the contract; acting directly through agents or employees, or the Surety in case of default.

SUBCONTRACTOR – Any individual, partnership, firm or corporation, other than an employee of the Contractor, who/which undertakes, to furnish labor, services, equipment, supplies or other materials in connection with the Work on behalf of the Contractor.

SYSTEM – The Project Collaboration Document System supplied by the prime vendor consisting of vendor supplied products and including all third party products that come together to meet the requirements of the Commission.

TRAIN-THE-TRAINER – The methodology in which the Power Users or representatives from the client are trained in an application by the vendor, in order to become the trainers when the product is rolled out to the enterprise.

TURNPIKE – The Pennsylvania Turnpike.

VENDOR – A firm, company, or individual supplying material or services for the project.

WORK – The furnishing of all tasks, matters and things, material, labor, equipment, and other incidentals necessary or convenient to successful project completion, plus the fulfillment of all duties and obligations imposed by the Contract and required to be done by the Contractor pursuant to the Contract.

A-2. Definitions in Support of this RFP's Requirements:

BOLT-ON – Vendor supported external application that integrates with the Vendor's internal software.

CONFIGURATION – Making choices about how the software should operate and enabling the choices by creating or selecting values in the parameters of the software. Changing the software to achieve the look, feel and functions required by the Commission without modifications at the "Code" level and core database structure.

FACILITIES – Commission buildings.

INSPECTOR DAILY REPORT (IDR) – The report forms the basis of construction records. It identifies the project being inspected and its location. It identifies the type of work being performed, such as placement of base course material, application of prime coat, sealing joints, applying curing compound to concrete, etc. and its location on the project site. Other items include information on weather conditions, deficiencies observed, etc.

MATERIAL – Substances specified for use in the project construction.

MATERIALS TICKET – Documentation created by the producer (rock quarry, etc.) of the quantity/description (e.g. 50,000 pounds of No. 57 Coarse Aggregate) of the material loaded onto the truck for delivery. The producer gives the documentation to the truck driver who will present the materials ticket to the inspector when he arrives to the project site.

MICROSOFT PROJECT – One of three scheduling software products allowed for use by the Commission.

PRIMAVERA – One of three scheduling software products allowed for use by the Commission.

SURETRAK – One of three scheduling software products allowed for use by the Commission.

A-3. Acronyms:

AEC – Architecture/Engineering/Construction
CAL – Client Access License
CDS – Construction Documentation System
CM – Construction Manager
CPM – Critical Path Method
DBE – Disadvantaged Business Enterprise
DOC - Document
DRS – Detailed Requirements Specifications
EBS – Electronic Bidding System
ECO – Engineering Change Order
EDMS – Electronic Data Management System
EDT – Eastern Daylight Time
ERO – Eastern Regional Office (of the Commission, King of Prussia, PA)
ET – Eastern Time
FEMO – Facilities and Energy Management Operations (a Commission department)
IDR – Inspector Daily Report
IT – Information Technology
MBE – Minority Business Enterprise
MGMT – Management
PCDS – Project Collaboration and Documentation System
PLM – Project Lifecycle Management
PM – Project Manager
PSU – The Pennsylvania State University
QA – Quality Assurance
QC – Quality Control
RFI – Request For Information
RFP – Request For Proposal
ROW – Right-Of-Way
RTKL – Right-To-Know Law
SDD – System Design Document
SDLC – Systems Development Life Cycle Methodology
SMS – Short Messaging Service
SoS – Sources of Supply
SSO – Single Sign-On
TECH - Technical
TOU – Terms Of Use
WAN – Wide Area Network
WBE – Women Business Enterprise
WRO – Western Regional Office (of the Commission, New Stanton, PA)

ATTACHMENT B

REQUIREMENTS RESPONSE WORKBOOK

Attached separately as an Excel Workbook containing three (3) Worksheets.

ATTACHMENT C

DEMONSTRATION OF PROPOSED SOLUTION FEATURES

Attached separately as a PDF file.

ATTACHMENT D

COST PROPOSAL WORKSHEETS

Attached separately as an Excel Workbook containing nine (9) Worksheets.

ATTACHMENT E

LIFE CYCLE OF A PTC TRANSPORTATION PROJECT

Attached separately as a PDF file.

Addendum No. 1

RFP # 11 - 40110 - 3146

Project Collaboration and Documentation System

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

ADDITIONS

1. On Page 5 of 21, Part I-22 (Cost Submittal) add the following:
Each proposal should include one (1) **complete and exact** copy of the cost submittal on CD-ROM (separate from the Technical Proposal CD-ROM) in Microsoft Office or Microsoft Office-compatible format to the Contract Administration Department.

REVISIONS

1. On Page 8 of 21, Part II-6 (Training) delete the following:
“, as well as the cost of additional training should it be requested by the Commission”
2. On Page 16 of 21, Part IV-7 (Interactions with Other Systems) delete the following bullets:
 - PROGEN by the Gordian Group
 - FEMO Database under development by PSU
3. Attachment B, delete the following requirement:

12	Communication	Facilities maintenance request module	Minor
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4. Attachment B, delete the following requirements:

50	Software Interface	Integrate with the facilities database under development by PSU.	Minor
51	Software Interface	Integrate with PROGEN by the Gordian Group (job order tracking application).	Minor

5. Attachment D, Page D-4 of D-9, do not complete the following: Part 2. (Additional Training Costs) of Schedule 4: Training.

QUESTIONS & ANSWERS

Following are the answers to questions submitted in response to the above referenced RFP as of **June 6, 2011**. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

1. With regard to the above referenced RFP, please let me know if the copy of the technical proposal on a CD-ROM can be in PDF format.

Yes.

2. Would the Commission be open to the Proposal providing a proposed solution that is qualified with assumptions for the purpose of evaluating the Proposer's solution to ensure the approach meets the defined requirements?

Yes.

3. Would the Commission be willing agree to a Project Design Phase as would be utilized to solidify requirements and the phasing of deliverables?

Yes.

4. At the completion of the Design Phase, would the Commission be agreeable to negotiating the fixed price based on the mutually agreed upon design?

No.

5. What is the version number of the PTC's current OnBase ECM software?

The current version of OnBase is 9.2.

6. Are there any plans to upgrade the OnBase ECM software to a new version prior to the anticipated start of work under this contract?

OnBase version 11 is expected to be released in July 2011. We are planning on upgrading to version 11 once it has been made available.

7. Which modules of the OnBase ECM product are currently being used by the PTC?

We currently use three clients: Thick Client for document imaging and selected batch processes, Desktop Client for SAP Integration, Web Client for all other access. We use the Connector for use with SAP Archivelink to provide integration between the SAP systems and selected document types in OnBase. We use OnBase Workflow to automate tasks related to import, archival and attachment to SAP. We have used OnBase Publishing and DVD Authoring to extract information needed for projects onto CDs or DVDs. We use Production

Document Imaging to convert paper documents into electronic format as needed. We use the COLD Processor along with the PDF Input Filter to process and index PDF documents that are output from the SAP system.

8. What are the primary business applications for each module?

The OnBase system is used to support business processes for Human Resources, Engineering, Maintenance, Information Technology, Finance, Procurement and Safety & Risk Management.

9. Are there any plans to purchase and implement any additional modules or roll-out any new business applications using OnBase ECM software prior to the anticipated start of work under this contract?

While we are always looking for additional ways to leverage the OnBase system for future needs, we currently have no plans for acquiring additional components.

10. Of the “other systems” targeted for “interaction” listed in Section IV-7 on page 16, which systems, if any, are currently interacting with OnBase ECM software? Which OnBase module(s) are used for each interaction?

SAP. See Response 7 above.

11. Is the administration of the PTC OnBase ECM system performed in-house by PTC staff or by a third-party entity?

Administration is performed in house.

12. To what extent has the PTC OnBase ECM system been customized to meet specific business requirements, including electronic forms, workflows, custom applications (using OnBase APIs), etc.?

Most functionality used with OnBase is straight out of the box. We do use a method for SAP integration that relies on OnBase Workflows and API coding to make the attachment process as seamless as possible.

13. Does the Commission purchase OnBase support currently from a Hyland Business Partner or directly from Hyland? If a business partner, can you name the partner?

As of February 2011, we are a direct customer of Hyland Software for sales and support.

14. As a result of this procurement, would the Commission entertain changing the Hyland Business Partner relationship to the successful Consultant?

At this time, the direct support relationship between the PA Turnpike and Hyland Software has been very beneficial and we have no current plans for seeking a change in this status.

15. On Page 16, Section IV-7, it states the Commission does not own a SharePoint Server 2010 license, but does own 1,300 SharePoint Cal's. Does this mean that the Commission does not have any version of SharePoint installed and in production?

That is correct; there are no versions of SharePoint installed and in production.

16. If SharePoint is installed, what version and components?

To reiterate, SharePoint is not currently installed, but if the proposed solution were to be SharePoint based the Commission would require that the most current Microsoft supported version of SharePoint 2010 available at the time of PCDS installation will be used.

17. If SharePoint is installed, can you provide a diagram showing the server and SharePoint "farm" configuration?

To reiterate, SharePoint is not currently installed, but if the proposed solution were to be SharePoint based, the consultant should make recommendations based on past experience and best practices for server configuration. The current environment consists of Windows 2008 R2 on vSphere 4.1 with a SQL 2008 R2. The exact software versions will depend on the implementation date, in most cases the Commission will utilize the most current supported versions.

18. Functional Requirements

Ref#	Category	Requirement ("The system shall...")	Questions
1	Archiving	Close out projects by backing up specific data onto the Commission's EDMS (OnBase) in accordance with the Commission's Record Retention Policy.	Please respond to clarify assumption on the requirement functionality. ASSUMPTION: The commission desires a collaboration portal which stores project content during the project life cycle. At the point in time when the Project is completed and there is a Project Close Out event, the Commission desires a process to move data content to the Commission's EDMS (OnBase) for long term storage to managed in accordance with the Commissions Records Retention Policy(ies). QUESTION: Does the Commission want the capability to manually move, for

Ref#	Category	Requirement ("The system shall...")	Questions
			<p>example drag and drop, a specific subset of data? Or does the Commission desire an automated process where it has been predetermined what content types are to be backed up at the time of the Project Close Out event?</p> <p>An automated process would be preferred, but if so the Commission would need to develop a file clean-up/identification process.</p>
3	Archiving	Retention and filing of project related voicemails.	<p>Does the Commission have a VOIP phone system that is integrated with Microsoft Exchange with Unified Communication functionality?</p> <p>The Commission has a VOIP and uses Cisco Unity voicemail.</p>
5	Communication	Distribution lists by individual, project, job title, project role, etc.	<p>Does the Commission utilize Microsoft Active Directory to manage group distribution lists and group policies?</p> <p>Yes</p>
6	Communication	RFIs can be created, submitted, tracked and processed	<p>How does the Commission define "processed" for this particular requirement? Does the Commission desire the capability for the Project Manager to maintain the status of the RFI in the workflow life cycle OR does the Commission desire a fully automated workflow process which automatically changes the status and performs validation through the workflow process?</p> <p>The Project Manager must be able to review and respond to the RFI within the system. The Project Manager maintains control of the status of the RFI. However the system, may automate or auto-suggest such tasks as time/date-stamping and/or locking the RFI as it flows through the system.</p>

Ref#	Category	Requirement ("The system shall...")	Questions
7	Communication	Microsoft Exchange Server (Outlook) based integration (calendar, project calendar, email, tasks, project email filing, event letters, etc.) and optionally with other email clients.	<p>What version of Microsoft Exchange does the Commission have currently installed? 2010.</p> <p>Does the Commission intend to upgrade to Exchange 2010 within the time frame of this desired Project Collaboration and Documentation System Implementation? Yes.</p> <p>Is the integration with “optional other email clients” Essential or Non-critical? If essential, what specific integration is desired? Microsoft Outlook Exchange 2010 (including Outlook Web Access (OWA) and Windows Activesync) is essential. Integration with non-Microsoft products is non-critical.</p>
8	Communication	Ability to view other project members currently logged on (like instant messenger).	<p>Does the Commission currently have installed and use Microsoft Office Communicator or Microsoft Lync? No.</p> <p>Which product and version? How extensively is this deployed throughout the Commission? Does the Commission currently use this technology to communicate with its consultants? N/A.</p>
9	Communication	Ability for project members to instant message and capture in a log file as part of the project record.	<p>Does the Commission desire this to be an automated, tightly integrated function OR do you only desire to have the capability to save IM message log files in the Collaboration System for future reference? Preference is to have an automated, tightly integrated function.</p> <p>What the ability for a Project Team member to manually store/move a log file to the Collaboration System when determine appropriate be adequate functionality. Question is unclear.</p>

Ref#	Category	Requirement ("The system shall...")	Questions
10	Communication	Ability to access and perform basic functions {including Field data (IDR, material tickets, etc.) upload/download} via mobile applications (blackberry, droid, iPhone or rugged tablet).	Could the Commission please provide a complete list of the "basic functions" desired under this requirement? On a mobile device: Ability to generate, submit, approve, edit, and log Inspector Daily Reports. Ability to accept, acknowledge receipt, and make notations of electronic material delivery tickets and certifications.
12	Communication	Facilities maintenance request module	What are the requirements for this module? Is this requirement requesting integration or custom functionality without the use of PROGEN? This requirement has been removed.
17	Construction Doc. Mgmt.	Create and/or attach a sketch to an IDR.	Are sketches paper-based, digital, or both? Both. Desire the ability to create digitally and the ability to attach an externally created PDF, TIF, and JPG.
30	Doc. Mgmt.	Configurable correspondence numbering system.	Would you please elaborate on this requirement? Ability to set-up auto-numbering with a configurable prefix based on what entity initiated the correspondence. What is the correspondence number methodology currently utilized? PTC0001, JMT0001, etc. What is desired? The current numbering system works fine, but the Commission is open to suggestions.
35	Reporting/ Tracking	End-user customizable reporting (i.e. QA reports, QC reports, quantities, work items, submittals, RFIs, users, companies, etc.)	Please define in more detail what is meant by End user customizable reporting. Do you desire providing the end user to specify parameters which create the selection criteria for the report query? Yes. Is this sufficient? Maximum flexibility in report creation for the end user is desired.
40	Workflow Routing	Support the use of signature images (eliminate/reduce print-sign-scan)	Will an E-Signature solution that complies with the E-Sign Act that is a federal law enacted October 1, 2000 suffice for this requirement? Yes.

Ref#	Category	Requirement ("The system shall...")	Questions
47	Software Interface	Provide real time archiving of project files into and out of OnBase by Hyland Software. At a minimum, one-click export/import of files to and from OnBase.	Does the Commission currently use the OnBase Microsoft Office integration? No.
48	Software Interface	Ability to share data with Commission's allowable scheduling softwares (Microsoft Project, Oracle Primavera, and SureTrak).	Is the requirement the ability to save the project schedule file in its native file format? Yes. Or is the Commission interested in saving a PDF file of the most current project schedule for general viewing? Yes as well.
49	Software Interface	Ability to interface with SAP Project Systems.	Would you describe in more detail the specific business function interfaces with SAP? Consultant/Contractor Invoice Generation; Maintenance Work Order Generation; Project Cost Data Sharing; Scheduling; Planning, Reporting and Metrics. For example, presumably an interface with Accounts Payable is a logical one. Please confirm. It is not anticipated at this time, but the Commission is not opposed to the idea. Are there others? Potentially, based on the proposed solution's capabilities.
50	Software Interface	Integrate with the facilities database under development by PSU.	Please provide more details on the Facilities Database under development by PSU. What functionality is it to provide? What technologies does it utilize and is it developed in? This requirement has been removed.
51	Software Interface	Integrate with PROGEN by the Gordian Group (job order tracking application).	Please describe how the Commission uses PROGEN? Is this system only used for work order tracking, job order costing for Commission facilities? This requirement has been removed.

Ref#	Category	Requirement ("The system shall...")	Questions
52	Software Interface	Integrate with Microsoft Unified Communications.	Does the Commission currently have installed and use Microsoft Office Communicator or Microsoft Lync? No. Which product and version? N/A. How extensively is this deployed throughout the Commission? N/A. Does the Commission currently use this technology to communicate with its consultants? N/A.

19. Non Functional Requirements

Ref #	Category	Requirement ("The system shall...")	Questions
53	Security	Accessible by both the Commission and its business partners.	Does the Commission currently License the Microsoft SharePoint Internet Connector? No.
74	Usability	Customizable, Commission specific help	Please elaborate on this requirement. In addition to the standard help, need to have the ability to link to Commission business process procedures and other Commission-developed documentation.
75	Technical Support	Accept client input (customer advocacy groups).	Please elaborate on this requirement. Do you desire a form/means for the client to provide suggestions and comments on the system? No. A more robust, web-based, wiki-style forum for users to be able to discuss, comment and make suggestions about the PCDS system is desired.

20. Reference Part I-4. Problem Statement. Includes "....Evaluate the needs for developing a Project Portfolio Management system that will allow both internal and external Project Managers to efficiently create, update, and track both budget and schedule on projects. Identify and implement the best solution to meet the Commission's needs within the required timeframe."

- a. Reference Part IV-2. Nature and Scope of Project. Does not include Project Portfolio Management system

- b. Reference Part IV-10 Milestone Schedule Table 1 - Milestone & Submittal Schedule. Does not include Project Portfolio Management system.
- c. Reference Attachment A. Definitions and Acronyms. Does not include Project Portfolio Management system.
- d. Please provide clarification on what should be addressed in both the technical and cost proposal regarding Project Portfolio Management system evaluation, development and implementation needs. If evaluation, development, and implementation are required, please provide similar scope and details as provided for Project Collaboration and Document System.

The intent is not to have a separate system for Project Portfolio Management. It is the Commission's intent to have the selected proposer, upon completion of the design of the proposed solution for this RFP, evaluate the need for additional project management tools that are not provided within the Commission's current set of systems including the proposed solution. The primary tools of concern would be focused around tracking schedules and budgets both on individual projects and multiple projects.

21. Reference Part I-12. Proposals. Does not detail number or format of Cost Proposal. How many copies of Cost proposal should be submitted?

Same number as the Technical Proposal.

If more than one copy, should they be submitted in the same or separate envelopes.

All copies of the cost proposal should be submitted in one envelope separate from the Technical Proposal.

Should a copy of the cost proposal be provided on CD-ROM in Microsoft Office or Microsoft Office compatible format?

Yes, the format should be .XLS on a CD-ROM separate from the Technical Proposal.

22. Reference Part II-7. Training. Does not address training needs for external business partners. If required, who will be responsible for training PTC's external business partners?

Commission Staff trained by the selected proposer during the training discussed in Part II-6 will be responsible for delivery of training to internal staff and external business partners.

If proposer, please provide number of persons/project role to be trained, and training locations for each project role group.

N/A.

23. Reference Part IV-1. Objectives. The objective sections states: 'Evaluate the needs for developing a Project Portfolio Management system that will allow both internal and external Project Managers to efficiently create, update, and track both budget and schedule on projects.' Is it the intention of the Commission to develop these functions on the platform selected in this RFP? What is the scope of this needs assessment? What are the expected deliverables?

See Response 20 above.

24. Reference Part IV-3. Requirements. Please provide the following breakdown of 1500 anticipated users:

- a. Number of internal management users - full access (Office and Field)
200
- b. Number of internal management users - view only access (Office and Field)
50
- c. Number of internal field users (Construction and Material Inspectors, PTC QA)
100
- d. Number of external management users - full access (Office and Field)
1000
- e. Number of external management users - view only access (Office and Field)
50
- f. Number of external field users (Construction and Material Inspectors)
100

25. Reference Part IV-6. Replacement of Legacy systems. Is migration of all documents currently stored on Buzzsaw and Constructware to the new system part of the current PCDS project or will the legacy data remain in those systems?

See Page 15, Part IV-5(f) of the RFP.

26. Reference Part IV-6. Replacement of Legacy systems. Are there limitations, inefficiencies, or annoyances in Buzzsaw, Constructware, and CDS that need to be overcome or improved with the new PCDS?

Yes, see Attachment B of the RFP.

27. Reference Part IV-6. Replacement of Legacy systems. Has the PTC investigated any COTS software as a replacement for CDS?

Yes.

If so, which software?

AASHTO Site Manager, APPIA (Infotech) Field Manager, Meridian Systems' Prolog, and Primavera Expedition.

Were there any features that were offered in the COTS software that are not currently in PCDS that the PTC would like to have in the new PCDS?

No.

28. Reference Part IV-6. Replacement of Legacy systems. What is the current database back-end for the current system?

Unknown, the legacy systems are hosted off-site.

What is the overall size of the data that needs to be ported from legacy systems? (average number of tables, columns, rows)

Buzzsaw currently has 130,000 unique files occupying 100 GB. Constructware currently has 250,000 unique files.

29. Reference Part IV-6. Replacement of Legacy systems. Has the PTC assigned a project manager to this project?

Yes.

Will other PTC personnel be available that have a thorough knowledge of Buzzsaw, Constructware, the web portals, the current CDS, and other systems?

Yes.

30. Reference Part IV-6. Replacement of Legacy systems. How many third party web portals are going to be replaced? Is it just the Total Reconstruction web site or are there others as well.

Five (5) third party web portals: Two (2) Constructware portals, Buzzsaw, the I-95 project portal and the Total Reconstruction web site.

Are the web portals intranet only or do they also have an external Internet portal?

External internet only.

Will the new PCDS be part of the SAP portal?

No.

31. Reference Part IV-7. Interactions with Other Systems. Please describe the integration with SAP that is anticipated.

See Response 18, Ref # 49 above.

Is this integration simply data access to the cubes in BI or will data from the new PCDS need to be transferred back to SAP?

Potentially both.

If this is simply data access to cubes, are the cubes already built or would the contractor need to build the cubes?

Potentially both.

Which areas of SAP will have integration points (BI, Finance, EDMS, Project Systems, etc.)?

Potentially any or all.

Will projects be associated with or assigned to a Functional Location?

Depends on the project.

If so, will projects be associated with a single Functional Location or with multiple Functional Locations?

Depends on the project.

Should the facilities maintenance request module integrate with SAP Maintenance Management?

Not applicable, this requirement has been removed.

32. Reference Part IV-7. Interactions with Other Systems. Is the SAP log-in already tied to Windows single sign-on so that data from SAP can be controlled based on the user id and the role based security?

Yes. Windows Authentication Services/LDAP is currently in use.

33. Reference Part IV-7. Interactions with Other Systems. Does the PTC intend to purchase SharePoint Server 2010 or is the intent to work with SharePoint Foundation 2010? What kind of documents are currently being accessed through SharePoint?

We plan to purchase SharePoint Server. No documents are being accessed through SharePoint, we have no SharePoint in production.

34. Reference Part IV-7. Interactions with Other Systems. SQL Server 2008 is mentioned in the requirements. Is an upgrade planned and, if so, when is it anticipated? Is interaction required with just the database engine, or with other SQL

Server components as well, such as SQL Server Reporting Services (SSRS) or Analysis Services?

At the time of implementation the SQL version will most likely be 2008 R2.

35. Reference Part IV-7. Interactions with Other Systems. How will the new PCDS interact with EBS? Is the integration one-way (data feed into PCDS from EBS) or two-way?

EBS is the bridge between design and construction. It is desired to have the ability to transfer electronic bid package information into EBS at the conclusion of the design phase and then transfer the winning bid information back into the PCDS prior to construction phase starting.

What is the underlying database or architecture of the EBS system?

SQL Server.

36. Reference Part IV-7. Interactions with Other Systems. Describe the intended interaction between PCDS, PROGEN, and FEMO.

The requirements for integration with PROGEN and the facilities database under development by PSU have been removed.

37. Reference Part IV-7. Interactions with Other Systems. Is there currently integration between OnBase and CDS? If so, please describe how that works today and what features are anticipated within the new PCDS.

There is no integration between the OnBase System and CDS. If the proposed solution replaces CDS, the PCDS must meet the requirements outlined in Attachment B. If the proposed solution does not replace CDS, a PCDS to CDS interface is desired.

38. Reference Part IV-8. Operating Environment. Which mobile platforms are currently in use?

The Commission currently supports BlackBerry Enterprise Server (BES) and Windows Activesync / Exchange 2010.

Is mobile access to PCDS requirements for all mobile devices? Should mobile functionality be accessible through one or more mobile-platform specific applications (e.g., iOS, Android, Windows Phone 7 apps) or through a mobile optimized Web page? What application functionality is required for mobile devices-is it all functionality or will a subset of all the functions be acceptable? How important is mobile versus desktop?

See Response 18, Ref # 10 above.

39. Reference Part IV-9. Assumptions. Requirement states: 'Along with the proposed software/hardware, the PTC is looking for an integrator to provide resources to lead us through implementation and migration into this new system.' What is the scope of data integration and data migration under this RFP? Please clarify 'lead us through implementation and migration into this new system.'

The proposer is expected to not only develop and/or configure a solution, but to provide sufficient support to make sure the solution is implemented and performing adequately as determined by the Project Manager. Depending on the proposer's solution, there may be minimal or significant data migration from Legacy systems.

40. Reference Attachment E: What "Communication" requirements are there? In-app messaging? Chat? In-app discussion boards? One communication item that is mentioned is "Meeting Coordination." Should this integration be required with other email clients beyond just Microsoft Outlook and if so, which systems would be required?

Other than integration with Microsoft Outlook, the proposer is encouraged to propose additional forms of communication tools, and/or apps.

41. Reference Attachment E/Anticipated Project Collaboration Tasks: Please clarify reporting requirements for Schedule/milestone monitoring. Should all scheduling and milestone information originate in the Proposed Solutions, or does the PTC intend the input scheduling data in the existing tools (i.e. P6 and Suretrac)?

The Commission plans on using the existing tools and SAP Project Systems, but is not opposed to the idea of scheduling and milestone information originating in the proposed solution.

Can the PTC provide samples of milestone or scheduling reports required?

Samples will be provided to the selected Proposer.

42. Reference Attachment E/Anticipated Project Collaboration Tasks: Please clarify Status Report: Cost Estimates. What type of cost data will need to be tracked in the Proposed Solution? Can the PTC provide a sample Cost Estimate report?

All cost data associated with project development and delivery.

43. Reference Attachment E/Anticipated Project Collaboration Tasks: Please clarify Status Report: Preliminary Impact Assessment Study. Can the PTC provide a sample Preliminary Impact Assessment Study report?

Preliminary Impact Assessment Studies (.DOC and .PDF) are created outside of the PCDS.

44. Reference Attachment E/Anticipated Project Collaboration Tasks: Please clarify Status Report: Cost Drawdown. Can the PTC provide a sample Cost Drawdown report?

Cost Drawdown is the construction cost/expenditure schedule, a graphical representation of project money spent over time.

45. Miscellaneous/Security: Does the proposed solutions have to 508, FISMA or NIST compliant?

Not necessarily.

46. Has geospatial integration been considered?

Yes, it is being considered.

47. Is the deadline for implementation of the new system required due to organizational needs, technology requirements, resource scheduling or other factors?

The contract with current collaboration systems expires in October 2012.

Are there planned implementations or upgrades in other systems that would affect the timeline for implementation of the new PCDS?

No.

Are there project dependencies with other departments beyond IT, Engineering, and Finance?

No.

48. Does the PTC currently have a VOIP phone system that allows digital storage and programmatic retrieval of voicemail?

Yes, see Response 18, Ref # 3 above.

Does the PTC use a standard phone carrier's SMS capabilities or a separate messaging application (e.g., TextFree, Messagey, Handcent)?

No.

Does the SMS system that the PTC uses allow for programmatic retrieval of SMS messages?

N/A

49. What anti-virus software is the PTC currently using?

Trend Antivirus.

50. Can the solution use a package of products like Microsoft Enterprise Project Management server (MS EPM), Fast Search and Team Foundation Server to achieve the required requirements.

We do not use any of those products but if that is part of your proposed solution we could be open to them.

51. Is there a requirement to migrate data/documents from any existing application (eg. Autodesk Buzzsaw, Autodesk Constructware).

See Page 15, Part IV-5(f) of the RFP.

If yes can the nature of this potential migration in terms of number of documents, type of documents and source system be elaborated please.

See Response 28 above.

52. What version control system is being used at present?

Buzzsaw and renaming for user files. Sourcesafe for code.

53. What Single sign on (SSO) authentication does the commission use?

LDAP.

54. What level of integration is required with existing SSO infrastructure?

Full integration.

55. How does the commission allow external users (like contractors) authenticate with its system?

Traditionally contractors are provided a Commission User ID.

56. Would the Commission accept a digital certificate based system that allows for digital signature eliminating wet signatures?

Yes.

57. The requirement to “Ability to share data with Commission's allowable scheduling softwares (Microsoft Project, Oracle Primavera, and SureTrak)” is that a 2 way synch between an online gold copy accessible through a web based system while local copies on desktops or other user devices is allowed and then after changes made are synched up with the online copy?

Yes.

All other terms, conditions and requirements of the original RFP dated **May 19, 2011** remain unchanged unless modified by this Addendum.

Addendum No. 2

RFP # 11 - 40110 - 3146

Project Collaboration and Documentation System

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP.

The response date referenced in Part 1-11 of the RFP has been extended and revised as follows:

REVISION

Page 2, I-11. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Wanda Metzger, on or before ~~Wednesday, June 29, 2011~~ **Wednesday, July 13, 2011 by 12:00noon EDT.**

All other terms, conditions and requirements of the original RFP posted May 19, 2011 remain unchanged unless modified by this or any other Addenda.