

PRE-PROPOSAL CONFERENCE Q & A FOR RFP 2022-0001 OREGON TRANSPORTATION IMPROVEMENT E-TIP

Meeting Date: 2-15-2022, 1:00PM PST, Zoom hosted by LCOG

The following information shall be incorporated as part of the above-mentioned solicitation; all other terms and conditions shall remain the same. This amendment modifies the Contract Documents only in the manner and to the extent stated herein and shall become a part of the Contract Documents. Except as specified or otherwise indicated by this amendment, all work shall be in accordance with the basic requirements of the Contract Documents.

Pre-proposal meeting Questions and Answers:

- 1.) Can the LCOG provide clarification if data migration needs to be included in the response and scope? If data migration is required, can the LCOG provide more detail as to the data (e.g., data types, quantity/volume, etc.)?

Data migration is to be priced as an “option if available” (see screenshot below from Line 51 in the requirements summary).

Historical data	Ability to import historical data from previous TIP cycles.	Optional
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Vendors have room to identify if this is a service they have available and what the estimated costs would be on lines 53 within the Pricing Worksheet and on the MRC tab.

- 2.) What other vendor systems have the LCOG seen demonstrations of prior to the release of this RFP?

The overview and demonstration provided in Fall 2016 was informative in nature. Contract work from the vendor was not pursued.

- 3.) Not able to access the BOC-nbr form available at:<https://www.oregon.gov/odot/Business/Procurement/DocsPSK/bocnbr.xls> Could you please share an offline copy of the form?

Thank you for making us aware of the broken link. The form is now available on the LCOG.org website at the following link:

Link to BOC-nbr form: <https://www.oregon.gov/odot/Business/Procurement/DocsPSK/bocnbr.xlsx>

- 4.) Please tell us if we have an additional contract term is for three years or five years.

Workgroup is not prepared to decide on possible additional contract terms at this time.

- 5.) Can the Council provide the name of the software developer that provided an overview and demonstration of a TIP/STIP tool in 2016? Has this software developer provided any proof of concept, test, or production environments for use by the Council or any MPO's?

The overview and demonstration provided in Fall 2016 was informative in nature. Contract work from the vendor was not pursued.

- 6.)** Schedule E(pricing): Proposers should respond in the Compliance Column; there's no compliance column in Schedule E and MRC E of the pricing sheet. Could you please add the compliance option to Schedule E and share an offline copy?

Thank you for making us aware of this typo. It should read "Schedule H Compliance" instead.

- 7.)** Section 2.4.3. The Technical Proposal must address each of the evaluation criteria in section 3.2, Attachment "RFP Requirements Summary (Schedule H)," and any other Technical Proposal requirements set forth in this RFP. The page limit is 15 pages, but Schedule H will exceed 30 pages after answering. Is it possible to increase the page limit?

Schedule H is excluded from the page limit requirements, along with the following attachments:

Attachment A Coversheet

Pricing info as required in section 2.4.5

Additional forms as required in section 2.4.6 – this includes pretty much all of the attachments

Responses to tabletop exercises

Responses to the items listed on pages 13-19 of the RFP (inline responses to the questions within the body of the RFP) do not count toward the page limit

- 8.)** For any uncertain requirement, could a vendor quote time and material approach?

The evaluation committee has included the pricing worksheets to make it easier to fairly compare costs with minimal variance, however we recognize this is a custom solution. We would call your attention to the "notes" columns where you can input information about a formula used for costing, for example a T&M estimate.

- 9.)** What is the expectation for the initial contract term - 2-3 years, 5 years? Will there be a provision for extending the contract yearly after that?

The initial contract term is dependent on the outcome of the RFP process.

- 10.)** What are the evaluation team's expectations for the interview process, will there be demos? If so, what are the anticipated dates for those?

Vendor questions, and 1-2-hr interviews (if held), are expected to be scheduled the Week of Mar 28th-Apr 1st, 2022. It is not mandatory, but vendors are encouraged to include a demonstration of software functionality if available.

- 11.)** Will electronic signatures be permitted?

LCOG will accept electronic signatures.

- 12.)** If a vendor has both an on-prem and an MRC option can they propose both?

Yes

- 13.)** For the tabletop exercises, is the expectation that there would be a fully functional prototype developed before a contract is signed?

No, a fully functional prototype is not expected. The objective for these exercises is to enhance general awareness of the proposer's proposed solution, and to discuss specific design concepts for process workflow in the context of a "real world" environment. The target goal is for a facilitated process with participants encouraged to share information with the understanding that their contributions are made in a "no fault" environment.

- 14.)** Attachment B, pg 31: There is a requirement to provide "Design schema for a multi-agency shared online data platform for managing Transportation Improvement Plans, including, but not limited to, a complete descriptive list of tables, fields, field properties, and relationships." If we are unable to reveal the design of our system (like database schema) because of IP purposes but can provide detail within the RFP response to how we will accommodate the Agency's need to familiarize and understand the workflow and processes associated with the TIP, would that be okay?

Yes

- 15.)** Schedule H, row 106: Does each MPO want their own Public Site or have one for all three?

Yes

- 16.)** Schedule H, row 106: "Access to Financial Management Information System (FMIS) as a data source. Ability to track Federal authorization, contract award, letting, start date, and end date." Some fields like contract award, letting, start date, and end date are not tracked within FMIS. Is that okay?

Yes

- 17.)** Schedule H, row 40: What is meant by system note? Is it similar to requirement on row 159? An example would work

Example of a System Note would be "system will be unavailable at [date and time] for scheduled maintenance" or "update of [date] improved stability with Firefox". An example relating to row 159 would be "2024-2027 MTIP is being locked for changes."

- 18.)** Attachment B, pg 69: "System supports custom match ratios on fund types for forecasts, authorized amounts, and appropriated amounts, which can be easily updated or overwritten as needed."

Want to confirm I'm understanding this requirement correctly. Is it that you're looking to support custom match ratios for fund types that can be overwritten if needed? And doing so will help with running forecasts and understanding authorized and appropriated amounts?

If not, is it possible to provide additional detail about "for forecasts, authorized amounts, and appropriated amounts"?

Yes, that is correct.

- 19.)** Schedule H, row 123: "Built in report that will allow users to compare project statistics between different time periods (ex. last month versus the same period 1 year ago)". Can an example of the type of statistics the agency is looking to track? For example, would it be around project delivery milestones or performance measures or something else?

Example statistics include obligation rate and other delivery milestones, programming and delivery by agency, fund type, obligations by agency and fund type, programming by project type and agency, number of amendments by agency

- 20.)** Schedule H, row 128: "Ability to roll up projects to higher levels". Is this similar to row 63 "Project Grouping"? If not, can additional detail be provided?

We want the ability to perform both roll-up and drill-down functions and export data in report format at any level, if possible. We envision project groupings being included in a drop-down feature on a report request. These are similar and may result in similar data exports, just through a different action.

- 21.)** Schedule H, row 153: "Ability for local jurisdictions to complete application requests online, and stores complete history files of successful and non-successful requests." Is this to accommodate a Call for Projects, TIP amendment process, or both?

Both

- 22.)** Schedule H, row 158: "Ability for MPOs to customize their own dashboards." Does this mean each MPO sees information only relevant to them? If not, can an example be provided of what types of customizations each MPO might want?

Individual MPOs may want to maintain more detailed project information on their dashboard than other MPOs. MPOs would also only want to see information relevant to them, but also would like to show specific information in a specific way, if possible. We'd like to have similar data fields, reports, and system functionality but want the ability to customize our own dashboards

- 23.)** Schedule H, row 166: "System supports custom workflows." Are there particular processes or workflows in mind, or is this more to accommodate possible future needs? If there are particular processes in mind, could those examples be shared?

Primarily these are workflows for approvals (amendment approvals, for example), but other custom workflows might be desired.

- 24.)** Schedule H, row 64: "Signature image. Ability to store captured signature image with workflow." Does this mean ability to upload a signature document within the workflow? If not, can an example be provided?

Yes

- 25.)** There isn't anything explicitly mentioned in the RFP about what type of assets will be handled. Are these Transit or Highway Assets?

See 23 CFR 450.326(e) & (f) for the types of projects that are included in the TIP. These include transit and highway assets.

26.) Will there be any extension for the proposal closing?

No closing extension is anticipated.

Additional Information:

Answers to more recently received questions will be posted as a Q&A update as they are received.