

13151 Questions and Responses-Set 1

- Q1.** Will IDOT be able to provide and export of inventory management data? If yes, in what format or formats, would this data be available?
- R1.** The Iowa DOT can provide data in CSV, Fixed length text, or Excel.
- Q2.** Will IDOT be able to provide and export of equipment management/computer data? If yes, in what format or formats, would this data be available?
- R2.** The Iowa DOT can provide data in CSV, Fixed length text, or Excel.
- Q3.** How is depreciation calculated for equipment? Please describe depreciation.
- R3.** Depreciation is calculated using a Straightline accommodating a salvage value. The Iowa DOT would appreciate a feature that allows for other depreciation methods customized to various billing needs.
- Q4.** Please describe depreciation billing receipts in further detail.
- R4.** The depreciation “billing” is based on the depreciation calculation in Q3. The Material and Equipment revolving fund purchases the equipment. The M&E fund then bills customer cost centers for the use of the equipment. The customer cost centers are in funds outside of the M&E fund. There is a need for some customized billing methods for certain equipment types and under certain disposal situations.
- Q5.** Please describe operation billing receipts in further detail.
- R5.** The operation activities of staff and the parts they use to repair vehicles are billed to various customers. A majority of these are internal customers within the DOT. The internal customer’s cost centers are billed for the related expenses. This is revenue to the Material and Equipment Revolving fund.
- Q6.** Section 3.3.2.2 references auto population of fields and data exchange between vendor's solution and Iowa DOT auction/disposal system. What is the name of auction system being used? What data transfer formats are preferred by Iowa DOT?
- R6.** The auction/disposal system is an internally developed solution using IDMS\ADSO technology. Fixed length text file or Windows/web service transfer methods are preferred. Iowa DOT is not obligated to purchase a new auction/disposal system, but will review all proposed options.
- Q7.** Can bidders exclude some functionality, for example would a bid be accepted that offers most functionality but not facilities management functionality?
- R7.** Per the Standard Terms and Conditions on page 6, Section B1, and also per section 3.8.1, an award shall be made to the lowest responsible, responsive bidder whose bid meets the requirements of the solicitation and is the most advantageous to the Iowa DOT unless otherwise specified.

- Q8.** Please indicate whether there is an e-commerce (shopping cart) application or system currently in place outside of the existing system applications noted in the RFP. If so, what system is it? Are your thoughts to integrate with the current system if you have one or replace it?
- R8.** Yes, the current system uses a shopping cart/catalog accessed by users through the States Enterprise A & A (Authentication & Authorization) process. The Iowa DOT will review all proposed options.
- Q9.** Please answer the same question for the auction/disposal system.
- R9.** There is no current e-commerce application in the auction/proposal system.
- Q10.** Please indicate if there are any third party applications you would expect the new system to integrate with.
- R10.** See section 3.6 of the RFP regarding Integration. The Iowa DOT desires that any new platform is as open as possible using established methods for integration.
- Q11.** How many software solutions have you looked at and evaluated in the last 24-months? Please provide the names of the vendors you have seen in the past 24-months.
- R11.** The Iowa DOT issued a Request for Information (RFI) on August 25, 2014. Responses were received from Accela, Accruent, Asset Works, Crowe Horwath, Data Transfer Solutions, IBM, Infor, ISM Corporation, NovoSolutions, Starboard and Tero Consulting. No formal or official solicitations were sought.
- Q12.** Does the DOT anticipate a need to integrate with GIS? Please provide the following information for the GIS System that you will be integrating to:
- a. Database version
 - b. AGS version including service packs
 - c. Default browsers used
- R12.** The current system does not have this functionality. Please see section 3.3.1.2. See also response to Q68.
- Q13.** Does the DOT anticipate utilizing mobile technology? Please specify how many mobile users require “disconnected” access and how many can remain “connected”.
- R13.** Yes, Iowa DOT will rely on information submitted by all bidders.
- Q14.** Has the DOT employed a consultant to be involved in system selection and/or system implementation? Please define if any consulting person or organization will have an on-going role in this project.
- R14.** No, there is currently no consultant employed by the Iowa DOT.
- Q15.** How much has the DOT budgeted for this initiative?
- R15.** Estimated expenditures for projects are not released to vendors during the Procurement process.

- Q16.** Does the IOWA DOT have a preference towards an on premise or hosted solution?
- R16.** The Iowa DOT does not have a preference with respect to software hosting options. See Section 3.8 for the information that should be provided for on premise and hosted solutions.
- Q17.** Does the DOT prefer to “own” the software licenses used in a hosting model or employ a SaaS model where a fee is paid to use the software on a subscription basis?
- R17.** Bidders should propose all options offered.
- Q18.** Can you provide more detail regarding the initial number of users, their departments and their role/function within the department? If you have identified a phased strategy for extending the Asset Management to more users over time, please provide that information too.
- R18.** Inventory/Warehouse currently has over 1500 user ids for all departments within the DOT, MVE, and non DOT employees. With the security interface new users are added into the system. The current shopping cart uses Enterprise A&A for additional political subdivision users.
- Q19.** Can you please expand on the integrations identified within the RFP and further define the type of integration envisioned and the data to be exchanged. Also, can you provide the vendor name and version number for each of systems listed?
- R19.** All existing integration points are internally developed software solutions. Examples of specific interfaces and technologies have been provided. Detailed requirements analysis will need to be performed depending on the proposed solutions.
- Q20.** In Section 3.5 – Technical Requirements, what is meant by “Configurable Activity Logging”, please provide more detail on this requirement.
- R20.** The proposed system must have configurable options for logging user and administrator activity in the system.
- Q21.** Are we correct in our understanding that no Bid bond is required with this proposal response?
- R21.** Please see section 6.12.
- Q22.** How many end-users does the DOT anticipate training? Does the DOT have a preference towards the vendor providing end user training or providing “Train the Trainer” training?
- R22.** Number of end user trainees is unknown at this time. The bidder should provide a range of training options and recommendations as well as cost benefit analysis of each.
- Q23.** Can the DOT provide all requested RFP forms and attachments in editable format?
- R23.** The RFP is only available in PDF format.

Q24. What is the desired date for the Asset Management system “Go-Live”?

R24. The Iowa DOT is flexible and will look to the bidders to provide a timeline for implementation including all phases from installation to full deployment. See Section 4.2.15.

Q25. Can the DOT provide additional information regarding desired data conversion/data migration from the legacy applications?

R25. See response to Q41.

Q26. Suggested modification: We propose removing section 3.3.3. Facilities Management from the System Technical Requirements section of the RFP. In order to properly perform Facilities Management, Iowa DOT needs a dedicated Facilities Management solution. An Asset Management system can perform Facility Management, but will inevitably have gaps that can be more comprehensively filled by a dedicated Facilities Management commercial-off-the-shelf (COTS) product. We propose removing these requirements from the RFP in order to allow Iowa DOT to focus on Asset Management at the outset of this engagement. By including these requirements in the RFP, bidders are placed in the difficult position of bidding an Asset Management system to perform Facility Management or proposing two solutions which will overly complicate the implementation for Iowa DOT and dramatically increase the price of implementation. We propose removing the requirements at this time and implementing a dedicated Facilities Management software solution as a phase two of the implementation that can be integrated to the Asset Management system.

Regardless of Iowa DOT’s decision regarding the Facilities Management requirements, We look forward to providing a best in class solution for the Asset Management Software Solution RFP.

R26. Award shall be made to the lowest responsible, responsive bidder whose bid meets the requirements of the solicitation and is the most advantageous to the Iowa DOT unless otherwise specified as stated in the standard terms and conditions of the bid proposal, section B1, “Method of Award”. And as per Section 3.1, the Iowa DOT encourages bidders to offer the latest available technology solutions that best meet the needs listed in this bid opportunity. Bidders should not limit responses to only meeting the requirements in this section.

Q27. Is the Motor Pool Dispatch System an external system or application within the existing Equipment Management System?

R27. The Motor Pool Dispatch System is an internally developed solution using IDMS/ADSO and Microsoft Visual Basic 6 technology. The system is separated from, but highly integrated with the Equipment Management System. Bidders may propose a solution that replaces the Motor Pool Dispatch System.

Q28. Is the Auction/Disposal System an external system or application within the existing Equipment Management System?

R28. The Auction/Disposal system is an internally developed solution using IDMS\ADSO technology. The system is separated, but highly integrated with the Equipment Management System. Bidders shall propose a solution that replaces the Auction/Disposal system. See R6.

- Q29.** In section 3.5.1 General Application Requirements, Mobile Accessibility and Management to applications is listed as a requirement. Does Iowa DOT anticipate implementing a mobile solution as part of this RFP or does Iowa DOT plan on continuing to use their existing mobile solution? Please elaborate on this requirement. How many mobile users are there currently at Iowa DOT?
- R29.** Please see section 3.5.1. The Iowa DOT does not have Mobile Accessibility and Management access at this time and is open to options as proposed by bidders. The number of users is unknown at this time. Please draft response for various levels of users.
- Q30.** Does Iowa DOT have an enterprise application integration standard?
- R30.** The Iowa DOT does not have an enterprise application integration standard. Fixed length text file (for IDMS) or Windows/web service (for n-tier architectures) transfer methods are preferred.
- Q31.** Which system will be the system of record for Purchase Orders, the proposed Asset Management solution or Payment Applications in section 3.6.1, assuming that the proposed Asset Management solution has a full purchasing module? Or either one may be considered by the DOT during integration solution design?
- R31.** The Iowa DOT will review all options. Currently the Purchase Orders are generated and retained in the Purchasing System.
- Q32.** In section 3.3.2.3, what are the integration business scenarios for "Integrate with GPS" and "Integrate with Wright Express fueling system"? Please elaborate.
- R32.** The IOWA DOT has a correction regarding the Wright Express System referenced in section 3.3.2.3. The Iowa DOT actually utilizes the FuelMaster fuel System. Wright Express cards are used at the pumps. The Iowa DOT uses transactions from FuelMaster to create stock issues for fuel obtained by outside agencies.
- Q33.** Will the new system feed existing systems by batch and / or real time updates?
- R33.** The Iowa DOT anticipates requiring batch and real-time updates to our existing systems.
- Q34.** Since new system will have new functionality and data, will there be new data elements that need to be fed back to the current systems that will have to be added using ADSO? Will those data elements need to be added to existing reports produced out of the current systems?
- R34.** This is unknown at this time. The Iowa DOT won't know until bid responses are reviewed.
- Q35.** Will all data be converted from the three mainframe systems in the proposal or will they need to be maintained for historical access? Or will the data be converted to a data warehouse for access?
- R35.** The Iowa DOT anticipates a minimum of 5 years being stored in a historic access data base.

- Q36.** Can you describe your strategic vision for enterprise wide asset management and how the software fits into the Iowa DOT overall asset vision?
- R36.** See Sections 3.1 and 3.2.
- Q37.** Can you provide additional details on the details for reporting, KPI's, dashboarding, performance metrics and/or any analytics expectations as part of the software solution?
- R37.** Diverse and comprehensive reporting capabilities are expected. Bidders should propose a solution.
- Q38.** Who will be responsible for extracting the mainframe data?
- R38.** The Iowa DOT will be responsible for extracting the data into CSV, fixed length text, or Excel formats.
- Q39.** Who will be responsible for consolidating, cleansing and formatting the extracted data?
- R39.** Bidders may propose performing this task as an additional line item of cost in the Schedule of Prices.
- Q40.** How will the data be presented? Will these be consolidated record sets (i.e. consolidated asset data, consolidated facilities (locations) data)? Or will the bidder be responsible to assemble fragmented/separated data sets from multiple sources into loadable record data? Will the data be presented in database table format, flat files, spreadsheets, etc.?
- R40.** See R38. The data will be consolidated.
- Q41.** What type of historical data is expected to be migrated i.e. Assets, Purchase Orders, Inventory Transactions, Work Orders, etc.? How much historical data i.e. 1 year, 5 years, etc.?
- R41.** All relevant information necessary to populate the new system as required by the bidder. Unknown at this time from an owner and user perspective and will be driven in part by the system selected. Full functionality as outlined in the Current Environment section 3.4 is expected. Time period is yet to be determined with 5 years being considered a minimum.
- Q42.** Are the 1700 distinct users all core application users or is there a portion that is mobile?
- R42.** Mostly core, with some mobile.
- Q43.** In Section 3.8.2 - Hosted by Publisher - bidder shall define environment - how many environments are required? Production, test, development, training? Please clarify.
- R43.** Three environments are preferred (Test, QA, and Production).
- Q44.** For Section 3.8.2, what Recovery Time Objective (RTO) is required? (Time between disaster and full recovery to recovery site).
- R44.** See Section 3.10.

Q45. For Section 3.8.2, what Recovery Point Objective (RPO) is required? (Amount of data which could be lost).

R45. See Section 3.10.

Q46. Are the Payment Applications, Receipt Applications, Common Applications, and Job Bill Applications restricted and unable to connect to a third party hosting center or have other special security requirements?

R46. The Payment Applications, Receipt Applications, Common Applications, and Job Bill Applications are written in IDMS/ADSO and COBOL and would be challenging to integrate with a third party hosting center. The Iowa DOT could support LDAP authentication, but authorizations are currently handled through an internally developed IDMS/ADSO application.

Q47. Are you currently using an e-commerce solution or is the expectation that this capability would be provided as part of the proposed solution?

R47. See response to Q8.

Q48. In 3.6.4, reference is made to depreciation billings. Is the proposed system expected to generate the depreciation or is the depreciation information provided from another system integrated to the proposed system?

R48. The proposed system is expected to generate the depreciation.

Q49. In 3.6.4, please provide additional explanation about the "surcharges on inventory". Are the surcharges internal/external markup? If so, would the surcharges be generated in the proposed solution or provided by an external system integrated with the proposed solution?

R49. Yes, the surcharges are separate for both internal and external markups. They would be generated in the proposed solution.

Q50. Are procurement cards used for inventory purchases statewide? If so, are the procurement cards to be managed within the proposed solution or within the financial system?

R50. There is no procurement card implementation at a statewide level at this time.

Q51. Does Iowa DOT have an existing document management system such as, FileNet, EMC Documentum, etc.?

R51. For electronics records management, the Iowa DOT uses e.Power CME product developed by Northrop Grumman.

Q52. Can DOT provide an electronic copy of the Schedule of Prices form?

R52. See response to Q23.

- Q53.** The schedule of prices seems like it only allows input of an hourly rate for services. Please indicate if estimated number of hours is also required for both Migration/Customization and Configuration/Enhancements (Related: 3.7 Migration/Customization. Hourly rates only?)
- R53.** Estimated hours are not required, nor can they be estimated at this time. Labor rates/hr shall be included on the Schedule of Prices. The Iowa DOT and the successful vendor will determine this after award.
- Q54.** What is the make-up of the project team from the Iowa DOT dedicated to the implementation of this project? Will they be full-time or part-time committed to implementation? If part-time, what is estimated time availability? (ex. Full-time project manager, 50% of 10 departmental experts, etc.)
- R54.** Bidders should propose what they would recommend.
- Q55.** Section 3.3.2.1 Motor Pool Dispatch System. On the recording of who used the vehicle, destination, miles driven, vehicle return mileage and date, is this process automated through a system currently (ie. GPS tracker) or does it require input by driver/operator? If automated, please describe how current system works?
- R55.** The input method is manual by the operator at this time.
- Q56.** 3.3.2.3 Please describe “Integrate with GPS”. Do you currently have trackers located in the vehicles? If so, what kind/what system? What is the intent for the system to be able to provide related to integration with GPS? Real-time constant data? Or on a scheduled time basis? If scheduled time, frequency of updates needed?
- R56.** No, there are not currently functioning trackers located in vehicles. See also response to Q68?
- Q57.** 3.3.2.3 For the integration with the Wright Express fueling system, would this be a bi-directional integration? Or a single direction? Briefly describe the process flow anticipated by an integration.
- R57.** Currently, the integration is one direction from the Fuel Master system to the Inventory Management system. See also response to Q32.
- Q58.** 3.6 Integrations, Migration and Customization Services. Please indicate the directionality for the applications listed below.
- A.) 3.6.1 Payment Applications. Inbound (to the proposed system), Outbound (from the proposed system) or bi-directional?
 - B.) 3.6.2 Receipt Applications. Inbound (to the proposed system), Outbound (from the proposed system) or bi-directional?
 - C.) 3.6.3 Common Applications. Inbound (to the proposed system), Outbound (from the proposed system) or bi-directional?
 - D.) 3.6.4 Job Billing Applications Inbound (to the proposed system), Outbound (from the proposed system) or bi-directional?
- R58.** A.) Bi-directional
B.) Bi-directional
C.) Bi-directional
D.) Outbound

- Q59.** 3.11 Training. Will the winning bidder be expected to run full end-user training for all 1700 approximate users? Or does Iowa DOT have a select amount of trainers who will in turn provide end-user training? If trainers, approximately how many?
- R59.** Unknown at this time. We expect there will be a tiered approach to training with some advanced level users and some at various basic and or mid-level users or as designated and recommended by the bidder.
- Q60.** 3.11 Training. Approximately how many advanced users and/or application administrators to be trained?
- R60.** Unknown at this time.
- Q61.** Can you provide more details/expectations on 3.3.1.2.? Specially the GPS functionality to locate and map delivery locations.
- R61.** The Iowa DOT would like to have a way to have GPS points stored for Iowa DOT customer locations.
- Q62.** What back office system is currently used for financial transactions?
- R62.** An internally developed IDMS/ADSO application.
- Q63.** What latency is expected from the new system to the legacy financial system?
- R63.** The data should feed the legacy financial system in real-time.
- Q64.** How many sets of books are currently used?
- R64.** One. The DOT has a variety of systems that feed cost and receipt data to the DOT accounting system. This DOT accounting system feeds data to the State of Iowa accounting system, Integrated Information for Iowa (I3). This proposed system will be feeding cost data to the DOT accounting system. Cost data will be in forms outlined in RFP.
- Q65.** Would the DOT be open to replacing the current financials systems along with the implementation of EAM?
- R65.** It would depend on which financial systems were identified and the effort, cost and time it would take to transition to a new system. The DOT utilizes several financial systems in addition to a standard Accounts Payable and Accounts Receivable system to identify and allocate project costs and assemble reimbursement requests. Select applications are quite complex. The DOT is willing to consider options which propose efficiencies over existing applications as long as we are able to maintain the current level of functionality and it was cost effective to move to a new application.

Q66. What system tracks and maintains fixed assets now?

R66. Fixed Assets are defined by DOT as Land and Building. Currently, the data lies in two systems. The Capital Improvements system is a subsidiary listing of all land and buildings which are related to DOT facilities. The total of this subsidiary listing supports the Land and Building accounts in the General Ledger. The Facilities Management System includes a listing of all buildings by number and contains building detail information. This includes year built, original cost, square footage, etc.

Q67. What depreciation method is currently used for assets? Is it currently accurate and up to date?

R67. Straight line depreciation is used on buildings. Land is not depreciated. Neither the Capital Improvements nor the Facilities Management System account for or calculate depreciation. An excel spreadsheet is used to track buildings and related depreciation. The depreciation worksheet is accurate and up to date. It is balanced annually with the General Ledger.

Q68. Can you expand on requirements 3.3.1.2 regarding GPS tracking of vehicles and couriers used for delivery of goods?

R68. The Iowa DOT would like to have a way to have GPS points stored for Iowa DOT customers locations. The couriers currently used are UPS and FedEx. Ideally the Iowa DOT would be able to add tracking numbers and/or hyperlinks for tracking packages sent from the DOT warehouse.

Q69. Does your current timeline of 13 months include post production support?

R69. The Iowa DOT has not determined a deployment timeline. Bidders shall propose the timeline in their work plan as per Section 4.2.15.

Q70. Section 3.3.1.2: is the requirement for courier tracking limited to the recording and storage of a third party tracking number or does the requirement extend to integration with third party systems for shipping updates delivery status?

R.70 Ideally the Iowa DOT would like integration for updates and delivery status.

Q71. Section 3.3.2.2: Does the auction system facilitate the public advertisement and collection of bids process or is it limited to the documentation of sale only?

R71. The auction system is used for the collection of the successful bid and bidder detail and for the documentation of the sale. It is tied to Accounts Receivable.