



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

SHAILEN P. BHATT  
SECRETARY

December 16, 2014

Mr. Fred Ko  
Intelligent Imaging Systems  
6325 Gateway Blvd. NW, Suite 170  
Edmonton, Alberta T6H 5H6

Dear Mr. Ko:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your firm's participation as a candidate in the competition for providing consulting services for **Agreement No. 1723 – Virtual Weigh Stations**.

Your firm will be given the opportunity to negotiate a contract with us for the above referenced Agreement. To begin the process, the following items are needed:

- Certificate of General Liability (liability, auto, workers comp)
- Certificate of Errors and Omissions Insurance (professional liability)
- Copy of your firm's Delaware Business License.

In accordance with Section 4.1 of the RFP the following documentation must be obtained and approved prior to moving forward with the agreement process:

- Data Dictionary
- High Level Project Plan
- Conceptual Data Model
- Software list
- Proposed Network Architecture Diagram
- Proposed System Architecture Diagram

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at [susanh.robinson@state.de.us](mailto:susanh.robinson@state.de.us), or mail to the address listed above.

We look forward to successfully completing the negotiations phase in the very near future. A Department representative will be in touch with you to begin the negotiation process.

The staff at Delaware DOT is looking forward to working with your firm on this contract.

Sincerely,

~Signature on File~

Wendy B. Henry  
Consultant Control Coordinator  
DeIDOT Contract Administration  
(302) 760-2531