SHAILEN P. BHATT
SECRETARY

October 3, 2012

Mr. Gary VanBuhler
ImageSoft, Inc.
25900 W. 11 Mile Rd, Suite 100
Southfield, MI 48034

Dear Mr. VanBuhler:

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 # 1615 – Enterprise Document Management System, Software, and Implementation.**

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) for the minimum limits as required by the RFP.
- Certificate of Errors and Omissions Insurance (professional liability) for the minimum limits as required by the RFP.
- Copy of your firm's Delaware Business License.

In addition, the following system documentation will be required in electronic format preferably on CDs.

- Conceptual and logical data models. The State standard data modeling formats are .cdm (Sybase PowerDesigner) and MSWord for conceptual data models, and .pdm (Sybase PowerDesigner), .erx or .xml (CA Erwin), or .mdl (IBM Rational Data Architect) for physical data models.

- Data Dictionary shall include but not be limited to the following: Table names, Description, layouts with field name, field description, synonyms, primary and foreign keys, field type, field format, compression, and cross references. **This will be for DelDOT Internal Use Only.**

- A detailed Entity Relationship diagram, high-level application data flow charts, high-level application design and information processing functional flow charts shall be provided by the Vendor. For interface and batch jobs – order/ sequence of program execution diagram for successful and unsuccessful job completion.

- Provide detailed security and system architecture document and diagram.
- Provide detailed software list (MS excel, MS Word, Adobe).

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at 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.

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
DelDOT Contract Administration
(302) 760-2531