

**Delaware Department of Transportation**  
**QUESTIONS AND ANSWERS**  
**Right of Way Reporting Management System**  
**Agreement 1847**  
**October 5, 2017**

Q #	Question	Answer
1	Can companies from Outside USA can apply for this? (like,from India or Canada)	Yes, the RFP is open to all companies that are authorized to conduct business in the United States.
2	Do we need to come over there (USA) for meetings?	Yes, in-person meetings would be required, especially when implementing the program and when doing the training.
3	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	It is preferred that the work be done inside the USA.
4	Can we submit the proposals via email?	No. Please see the RFP for instruction regarding proposal submission.
5	We are a private company, therefore we do not have Audited Financial reports, in the RFP there is the following requirement: Firm Financial Information – Audited or reviewed income statements and balance sheets for two consecutive years. Will this automatically disqualify us from bidding or can we provide alternative financial documents to prove our almost 20 years of financial health?	Vendors will be required to provide financial information to certify the previous two years of financial stability and health.
6	I would like to confirm that this contract is with the State directly and not working through another firm.	Yes, it is with the State directly.
7	Is there a preference on a COTS system v. Custom Build?	No, there is not preference.
8	What is the preferred technology framework?	We are open to all options.
9	What is the established budget?	This will be discussed with firms after award.
10	We plan to adopt SharePoint for this project. If SharePoint is accepted as the platform, will DOT pay for the license?	DeIDOT currently utilizes SharePoint version 2013.

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11	For FACTS Oracle database, is it standard Oracle database? If it is not, what specification is it. Also for current Oracle Database, what version is it?	Right now in Oracle 11g but getting ready for Oracle 12c.
12	For Access Database, what version is it?	Microsoft 2010.
13	You mention the system must provide Single Sign On. From what system (Windows, etc.) do you require SSO?	Active Directory for Internal users only.
14	Can you enumerate the functional feature requirement differences between internal and external users?	Internal would be people employed with DeIDOT where external would be sub-contractors who would have non-administrator access. This would be further expanded upon to the acceptable bidder.
15	Do external users need to have self-service password reset?	Yes, that would be preferred.
16	As it relates to the workflows - Can DeIDOT provide some common process use-cases / examples to better define how they currently intend to create projects, events, make assignments and provide notifications? Visio drawings / flow-charts are helpful.	Yes, that can be provided upon successful bid.
17	Can DeIDOT provide any relevant screenshots from the existing system that defines their current usage?	No.
18	As it relates to mobile, what features/functions need to be available offline? What Mobile platforms need to be supported?	All of them. Mobile platforms should include iOS and Android.
19	I am curious to know if this is an full and open opportunity for any contractors/vendors to submit their bid or is it only for State of Delaware IDIQ awardees/listed vendors? Can you please confirm for us proceed further on this opportunity?	This bid is an open competitive bid process. All qualified vendors are encouraged to apply.
20	What is the anticipated timeline for the entire project?	This will be established upon award.
21	Does the state prefer a COTS or custom solution?	We are open to either option.
22	Has the state looked at any COTS solutions that might address their needs? If so, which specific solutions are being considered?	No consideration is being given to any systems until the close of the RFP.

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23	What is the anticipated length of support post deployment?	We are open to consider all options when it comes to length of support.
24	Is Hyland/OnBase Workflow being evaluated since Onbase is the document repository?	Yes.
25	I am trying to gain information regarding any ‘pre-registration’ requirements with which we must comply in advance of submitting our response.	Please review the Request for Proposal Document for direction towards registration. Additional information is available here: <a href="http://deldot.gov/Business/proservs/index.shtml?dc=consultants_registration">http://deldot.gov/Business/proservs/index.shtml?dc=consultants_registration</a>
26	Can DeIDOT let us know the number of reports and document generation templates required as part of initial implementation?	Yes, that information will be provided after award.
27	What is the budget allocated for this implementation?	This will be discussed with firms after award.
28	What is the total number of users that will be accessing the system?	Anywhere from 50 to 100+.
29	Can DeIDOT break down the total number of users by platform (Web, GIS and Mobile)? <ul style="list-style-type: none"> <li>• Web – dotAMPS, our core Web-based tool for managing tabular data.</li> <li>• GIS – gisAMPS, our Esri-based spatial tool for visualization of the tabular data with the spatial data (click on parcel and see appropriate details).</li> <li>• Mobile – geoAMPS Mobile, our mobile platform that provides field accessibility of the data through smart phones and smart pads, both online and offline.</li> </ul>	Users by platform will vary depending on the users location at the time the system is needed.
30	Does DeIDOT have a desired project start date and an implementation go-live date?	This will be established upon award.
31	Does DeIDOT have a preference between a vendor-hosted and a DeIDOT-hosted solution?	We will be considering all options.
32	DeIDOT is expecting a system that has mapping integration capabilities. IS DeIDOT expecting our system to integrate with its existing GIS system or Is DeIDOT expecting us to provide a GIS solution that provides mapping capabilities?	Integration with our existing GIS system, We already have Enterprise ESRI Arc GIS Server. Any mapping or feature services are served through ArcGIS server.

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33	Can DeIDOT describe the GIS functionalities, if a GIS interface is required?	All our mapping data are served through our ESRI ArcGIS server but we are open to exploring other options and functionalities if proposed.
34	DeIDOT desires a solution that can use an API/web service to integrate (outbound and inbound) with the document storage application. Can DeIDOT name the document storage application that's currently used?	OnBase.
35	The RFP mentions "System should have the ability to support business approved electronic signatures". Can DeIDOT provide more information on this requirement? Is this an integration with DeIDOT's existing e-signature system?	Not at this time.
36	Can DeIDOT provide the below information on data migration? a. Type of data – Any specific business related data? (Project, survey, title, etc.) b. Total number of records to be migrated to the new system	That information will be provided after award.
37	Is it mandatory for the selected vendor to provide read-only access to the development code?	DeIDOT would like to have full access to the development code at the end of the project for necessary updates and configuration as needed to adjust to process.
38	Can DeIDOT provide us documentation to gain a deeper understanding of DeIDOT's right-of-way business processes / requirements that the solution needs to support?	Yes, that can be provided after award.

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39	<p>DESIRED FEATURES, Section 3: Work Flow – It has been our experience that state Right of Way (ROW) sections are looking for Commercial Off the Shelf (COTS) applications that already capture the detailed ROW workflow processes common to the Federal Uniform Act along with state and local regulations. In the RFP, there is no detailed list of ROW functional requirements. Is DeIDOT looking for a generic event management system that can be configured by users, or is DeIDOT looking for a COTS ROW management system that is designed to manage typical property acquisition processes? These processes may include (but are not limited to) identification of owners/stakeholders of the property, what is being acquired, title search, appraisal, review appraisal, offer, negotiation, relocation, condemnation, property management, excess/surplus property, leases, utilities, and outdoor advertising.</p>	<p>Yes, the ROW section has a detailed list of ROW functions that are to be covered. We are open to exploring COTS and custom built systems to find the best fit for our needs.</p>
40	<p>Would you be able to provide us with workflow diagrams for each of the ROW functional areas?</p>	<p>Yes, that can be provided after award.</p>
41	<p>Approximately how many document templates do you use that would need to be set up as part of the implementation of the system? Would you be able to provide examples of existing document templates?</p>	<p>Yes, that can be provided after award.</p>
42	<p>Approximately how many standard reports will need to be set up as part of the implementation of the system? Would you be able to provide some examples of current reports?</p>	<p>There are a minimum of 25 standard reports that would need to be set up as part of the implementation. Samples can be provided and specifications will be provided after award.</p>
43	<p>RATING CRITERIA #1: User Interface &amp; Functionality – Will DeIDOT be asking vendors to provide a demonstration of their proposed systems, giving the selection committee a chance to see the user interface and functionality to be able to score this item? Or will this score be based solely on the proposer’s response to the Desired Features within their proposal? If not, can you please explain how you will be evaluating the vendors on this item?</p>	<p>Please refer to the Scoring Criteria Section of the RFP.</p>

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44	DESIRED FEATURES, Section 10.b – May we have information about the API, web service, or other methods for interacting with the FACTS Oracle system?	Yes, that can be provided after award.
45	DESIRED FEATURES, Section 11.a – Can we get a copy of the DTI System Architecture Standard, or a statement that it is not applicable to this project?	<a href="http://state.extranet.dti.state.de.us/documents/SystemArchitectureStandard.pdf">http://state.extranet.dti.state.de.us/documents/SystemArchitectureStandard.pdf</a> <a href="https://dti.delaware.gov/pdfs/pp/RFPRequirementsforSubmissionofaDataDictionaryorDataModel.pdf">https://dti.delaware.gov/pdfs/pp/RFPRequirementsforSubmissionofaDataDictionaryorDataModel.pdf</a>
46	DESIRED FEATURES, Section 11.a – In reference to the DTI Data Classification Policy, may we assume that all information managed as part of this system will be classified as "public"?	There will be a combination of public and private information.
47	DESIRED FEATURES, Section 11.a – In reference to the DTI Electronic Signature Standard, can we assume that this project will not manage any "high risk" information?	No, there will be high risk information in the project.
48	DESIRED FEATURES, Section 11.a – Regarding the DTI Secure Email Standard, does the proposer need to budget cost for Egress licenses, or are those provided by DTI (hosted or on-premise)?	DTI does have Egress Licenses.
49	DESIRED FEATURES, Section 11.a – Does Delaware.gov Common Look and Feel (CLF) apply to this project? If so, which version should be used (3.0 or 4.0)?	Current version is CLF 4.0 and will possibly apply to some parts of this project.
50	DESIRED FEATURES, Section 11.a – In reference to the DTI Application Sourcing Policy, is there a preference/requirement for Hosted Internally vs. Hosted Externally? Should we provide costs for both approaches?	Would like to have both approaches in accordance with DTI standards and policies.
51	DESIRED FEATURES, Section 11.a – In reference to the DTI Application Sourcing Policy, is there a preference/requirement for SaaS vs. Commercial Off the Shelf (COTS) vs custom?	No, there is not preference.

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52	<p>DESIRED FEATURES, Section 9 – On the first page of the RFP, it is stated that DeIDOT is looking for a web-based computer software system. However, in Item 9.b, it is stated that “System should have ability to connect to the application even access to the network is not available.”</p> <p>a. Please confirm that the capability you are describing is that the application works in a stand-alone environment and will then sync-up with the central database when network connectivity is available.</p> <p>b. If all system features need to be available with or without network connectivity, is DeIDOT asking for fully functional apps (Windows 10, iOS, Android) instead of, or in addition to, a web-based computer software system?</p>	<p>a. Yes, we would like for it to perform as a stand alone environment and then sync-up when the database connectivity is re-established b. We are open to exploring all options.</p>
53	<p>MILESTONE/PAYMENT SCHEDULE Section – In the second sentence, it is indicated that “...milestones will be paid monthly upon DeIDOT concurrence of percentage complete”, which would indicate a firm-fixed price for the contract. Yet under PROPOSAL REQUIREMENTS, Section 4.f (use of the phrase “estimated pricing”) and OVERVIEW OF SELECTION PROCESS, next to last bullet (use of the phrase “and an indirect cost derivation for the most current accounting period), there would seem to be an implication that a Time and Materials of Cost Plus Fixed Fee contract will be utilized. Further, the Delaware Department of Transportation Professional Services Procurement Manual, Section 4 (Doing Business with DeIDOT) would also seem to indicate that the contract will be Cost Plus Fixed Fee. Which form of pricing is DeIDOT requesting for the pricing?</p>	<p>Fixed price based on milestone payments.</p>
54	<p>PROCUREMENT SCHEDULE Section – The Final Response to Questions posted is given as ten (10) business days prior to the proposal due date. Not being sure what holidays are excluded by the State as non-business days, can you please provide the specific date that responses will be given, based on the final due date as October 12, 2017?</p>	<p>Thursday, September 28, 2017</p>

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55	<p>PROPOSAL REQUIREMENTS, Section 4.e – Audited or reviewed income statements and balance sheets are requested for two consecutive years. Can this requirement be met with one audited annual report, which contains the most current and immediately prior year (thereby providing two consecutive years of data), or do you want the last two year’s audited financial reports, which would then contain the most recent year and the two preceding years (Report 1 would include FY16 and FY15, Report 2 would include FY15 and FY14, so years FY14, FY15, and FY16 would be provided)?</p>	<p>As long as the two previous years are covered in the audited statement then this requirement is met.</p>
56	<p>PROPOSAL REQUIREMENTS, Section 4.f.1 – In the second bullet, you request “On-Going Costs,” which additional language clarifies as including maintenance. In order to provide a constant pricing reference, for what period of time do you require “On-Going Costs” (e.g., 1 year after warranty, 3 years after warranty, etc.)?</p>	<p>We are open to consider all options when it comes to length of support.</p>
57	<p>Can you please provide a sample contract which would be used for this procurement to allow a review of the terms and conditions?</p>	<p>Agreements and related terms are negotiated with the awarded firms after the selection process is complete.</p>
58	<p>Where in the proposal should the Required Certification Forms (the Certification of Eligibility and Certificate of Non-Collusion) be attached?</p>	<p>The Required Certification Forms (the Certification of Eligibility and Certificate of Non-Collusion) should be attached at the end of the proposal.</p>
59	<p>"Pg 7 Proposal Requirements - Section 4.g. Address Desired Features – Describe how you will address the ‘Desired Features’ as listed in this RFP" Has DEDoT established a page limit to address the ‘Desired Features’?</p>	<p>There is no page limit to address the Desired Features.</p>
60	<p>"Pg 7 Proposal Requirements - Section 4.g. Address Desired Features – Section 4.h. Previous Project Samples." Has DEDoT established a page limit for each Project Sample description?</p>	<p>There is no page limit for each Project Sample Description.</p>

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61	Does DelDOT Right of Way have a preference for Cloud solution or On-Prem Web based solution?	We are open to either option.
62	<p>Section 11. System Maintenance states: b. System should be able to support a minimum of 50 concurrent users.</p> <p>Q: Do you want the vendor to price licensing at 50 users? Is there anticipated growth of users over time that should be taken into consideration?</p> <p>Q: License Costs where not identified in the Appendix B: Milestone payment sheet or Section 4. Qualifications and Pricing. Please reivew and modify?</p>	Please price with licensing for 50 users and note the costs associated with adding additional users in the future.
63	Requesting a 2 week extension as the Q&A period of 5 days does not give the proposer enough time to digest and modify the final proposal if something critical is addressed?	Bids will be due as originally stated in the RFP.
64	What is the current bandwidth?	Industry Standard bandwidth.
65	What is the current network/system used to be integrated?	Please refer RFP. Some systems be integrated are document management system, GIS, FACTS, Primavera etc.
66	What is the current authentication? For example, is there an active directory?	Active Directory for internal use and Industry standard authentication (userid/password) for External user.
67	Is there a current Quality Assurance and Quality Control plan to be adhered to?	There is no current plan, but the proposed plan should include, but not be limited to, unit. Integrations, system and regression testing, by both the ROW section and the vendor
68	What is the network availability? Is there capability to be a cloud based system?	We are open to a cloud based system with 24x7 availability, provided it interfaces with our internal systems real-time.
69	Desired Featured 1. Security Roles Page 1 - What is the State of Delaware information classification for this system? Does this system contain any sensitive information - PII, PHI LES, or other sensitive, unclassified information?	The system will contain sensitive information

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70	Desired Featured 1. Security Roles Page 1 a. Single Sign-On - Please verify SE-ESP-001 State of Delaware Information Security Policy - Is the enterprise Delaware Single Sign On (DE-SSO) using the Oracle Identity and Access Management (IAM) software to be used for a. Single Sign-on?	We will be using Active directory for internal users
71	Desired Featured 1. Security Roles Page 1 - Is credentialing/security information available for current users/groups and available for conversion into the new application or will all security be built and populated in the new application?	We are open to either option and user groups will be supplied to the successful bidder.
72	Desired Featured 10. System Integrations Page 3 - What is the type and volume of data to be migrated from c. Access Data Base, d. Excel file data, and e. REM Oracle data? Are there technical specifications for this data that will be provided post-award?	Post-award the selected vendor will have access to determine the magnitude of the data that will need to be migrated over.
73	Desired Featured 10. System Integrations Page 3 - f. System shall have mapping integration capabilities - What is the current mapping software used?	ESRI.
74	Desired Featured 10. System Integrations Page 3 - g. System will use an API/Web Service to integrate (inbound and outbound) with the document storage application. What is the document storage application that is to be used?	OnBase.
75	Desired Featured 11. System Maintenance Page 3 f. Hosting - Is DelDot open to cloud hosted (guidelines in SE-CLD-001 Cloud and Offsite Hosting Policy) and modern open source tools (guidelines in PL-GAS-001 Software Policy)?	We are open to either option.
76	Desired Featured 12. Training Page 3 - Where is training to be provided - DelDot site, contractor site, remote?	DelDOT site is the preferred training location.
77	Desired Featured 13. System Maintenance Pages 3 and 4 - Are any automated test tools (ALM, LoadRunner, Selenium) currently used? Are there current scripts and test plans that will be provided post award?	There are currently no automated tools or test plans used or planned at this time.

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78	Information Technology Standards and Policies Page 4 - 2nd bullet Please provide a PDF version of the TASC Systems Architecture Standard (can be accessed only from within the State of Delaware Network).	Please refer <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>
79	Information Technology Standards and Policies Page 4 - 4th bullet Development and Delivery of necessary GIS Interfaces as needed. What standard tool listed in In-GIS-001 Geographic Information Systems is DelDot's preferred for the Right of Way GIS interface?	We have enterprise ESRI ArcGIS server and majority of ESRI tools are part of it.
80	Information Technology Standards and Policies Page 4 - 5th bullet Delivery of a Matrix (Quality Functional Deployment) to trace requirements to final system and software components. Are Requirements and RTM's currently stored in a tool such as ALM? Will existing requirements be provided post award?	There are currently no automated tools or test plans used or planned at this time.
81	Project Description - Is there a preferred database management system for the new application (such as Oracle or SQL Server)?	Please refer <a href="https://dti.delaware.gov/pdfs/pp/DatabaseManagementSystems.pdf">https://dti.delaware.gov/pdfs/pp/DatabaseManagementSystems.pdf</a>
82	3. Workflow – Features - What types of business processes and events is the system intended to track?	Critical aspects of the business process and events.
83	7. Document Creation - Are the referenced document templates in Word format?	95% are in Word format.
84	10. System Integrations - What type of data is stored in the FACTS Oracle database?	Financial.
85	10. System Integrations - What type of data is stored in the REM Oracle database?	A majority of the data is stored in the REM database and a detailed list will be provided to the selected vendor.
86	Information Technology Standards and Policies - What GIS system is the application intended to interface with?	Various Mapping layers such as tax parcels, county, road and all other are available through ESRI ArcGIS server.
87	Milestone/Payment Schedule – Milestone 2 - Can DelDOT please provide definitions or a point of reference for the following: REQ-A01, REQ-F01, REQ-H01, REQ-I01.	The Milestone Payment Schedule is a sample approach and does not correspond with any defined requirements within the RFP.

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88	Milestone/Payment Schedule – Milestone 3 - Can DelDOT please provide definitions or a point of reference for the following: REQ-B-01, REQ-C01, REQ-C02, REQ-C03 and REQ-E01.	The Milestone Payment Schedule is a sample approach and does not correspond with any defined requirements within the RFP.
89	Milestone/Payment Schedule – Milestone 4 - Can DelDOT please provide definitions or a point of reference for the following: REQ-D01 and REQ-G01.	The Milestone Payment Schedule is a sample approach and does not correspond with any defined requirements within the RFP.
90	4. Qualifications and Pricing - Is a specific portion of the work required to be performed at the government’s site?	No, at a minimum, training and implementation will occur at the site. It would be beneficial for the fact finding to be done on site as well.
91	Proposal Requirements - Is there a page limit for the proposal?	There is no page limit for the proposal.
92	Is there an incumbent currently performing the work? If so, whom?	No.
93	Can DelDOT provide information about the current system architecture?	Yes, that can be provided to the selected vendor.
94	Does DelDOT expect offerors to propose a solution based on a Commercial-Off-The-Shelf (COTS), low-code platform, or is DelDOT equally willing to consider a customized solution developed from scratch using Agile development methods?	We are willing to consider all options.
95	Will DelDOT please make available any previous feasibility studies concerning the suitability of various COTS platforms for this Right of Way Management System?	None were performed.
96	Will DelDOT please publish any/all existing user story backlogs or other lists of functional requirements developed for this Right of Way Management System?	They will be provided to the successful bidder.
97	Will DelDOT please provide the required qualifications and/or required labor categories for the eight (8) personnel mentioned in the RFP, or clarify that the eight (8) personnel may be completely of the offeror’s choosing, aligned with the proposed technical solution?	Personnel will be of the vendors choosing and their qualifications should align with the programming being offered. DelDOT would prefer that the team not exceed eight (8) people.
98	Is there a required Period of Performance (POP) for this effort, or a required delivery date for the finished solution? Or, is the POP variable based on the proposed technical solution, with all proposed delivery dates equally acceptable to DelDOT?	There is no set POP. We are willing to consider all options to obtain the program that will be the best fit for our needs.

Q #	Question	Answer
99	Section 11.b states "System should be able to support a minimum of 50 concurrent users.". How many of these estimated users does the Vendor anticipate being internal users? An internal user would be a user that is able to edit/destroy event data. How many of these estimated users does the Vendor anticipate being external users (if any)? An external user would be a user that has read-only access to event data.	A minimum of 45 internal users with edit access based on security levels. A minimum of 5 external users with access based on security levels.
100	Can the Vendor provide 1 or 2 examples or use cases of the kind of events that will be created and tracked?	Events could include tracking appraisal assignment dates and timeframes, as well as expenses associated with the event and final determination of value. Start dates of projects and the ability to track milestones in the project.
101	Is the Vendor open to a cloud-based COTS (Commercial Off The Shelf) solution?	We are open to exploring all options to find the best fit for our needs.
102	Is the Vendor open to a solution that has a monthly license subscription?	We are open to exploring all options to find the best fit for our needs.
103	Section 10.a and 10.b: Do both the Primavera application and the FACTS Oracle Database have an API endpoint?	Primavera has web services but FACTS doesn't have any.
104	What are the Primavera application and the FACTS Oracle Database currently being used for? What data will be shared with those applications?	Primavera is the application that is used on the engineering side to track project timelines and estimates. FACTS Oracle Database is the system that our Finance section uses to track funding for projects
105	Will we have an opportunity to know the Stakeholders of the Application? We currently understood that primary stakeholders/Users are admin and employees. Apart from these are there any stakeholders other than admin, employees, and outside of external users accessing the application?	There will be internal users identified as State employees and external users identified as contractors

Q #	Question	Answer
106	We understand that the developed application would have Single Sign On and only admin will have the ability to add new users to the system. Is it also true that only admin have the ability to modify user credentials and access, Whereas Users/Employees/Stakeholders can only sign in to the application provided, all credential detailed by admin?	Yes, that is correct.
107	Will there be any Registration Functionality in user application?	At this time we do not have functionality associated with registration
108	In developed application, users/employees are allowed to Add Notes any time during the process. Will the notes be similar to comments that can be added by user during the process?	Yes, notes and comments could be the same
109	We assume that the Work Flow of Events are set of tasks assigned to users/employees by admin. Employees or users can modify it based on their access roles. Could you please explain briefly on what could be the events or tasks?	Events could include tracking appraisal assignment dates and timeframes, as well as expenses associated with the event and final determination of value. Start dates of projects and the ability to track milestones in the project.
110	In terms of Document Creation, user could create their desired template based on set of available pre-defined templates. We would like to know what templates should be added other than memos, letters, contracts, leases and labels.	All templates would be provided to the successful vendor. At that time further information on other undefined documents can be discussed
111	In regards with Tracking and Monitoring, based on requirement document, application should record all details of events as performed by user/employees. Could you please explain in brief how exactly you want to function the recording and tracking process? Is there a particular way you have in mind for the tracking and monitoring to occur?	We are open to exploring all options to obtain the best fit for our needs.
112	Will DelDOT provide the APIs needed for the Single Sign On users from its current active directory. For external users, is there a need to introduce 2-Factor authentication or any similar solution?	DelDOT will be able to provide a current active directory of those that are to have access to the system. As for external users, at this time 2-Factor authentication is not required.

Q #	Question	Answer
113	How many levels of users should be configured along with the Admin. For example, can all users of a group, define event, modify event and remove event?	Admin (with full access), Manager (with slightly less than full access) and users (with limited access)
114	Would any action performed by a user, be approved by the Admin, before it is published on the software?	A user can post actions without admin approval, but there are things in our workflow that require approval prior to being able to move to the next step.
115	Are there any standard sets of reports defined to be created in the system, or is the user expected to create a report with drag and drop features?	There is a list of predefined reports that will be shared with the successful vendor, but we are also requesting the ability to create ad-hoc reports with a drag and drop type feature.
116	What all can an external user access on the newly developed system?	Access will be dependent on the users credentialing.
117	We understand that for tablets and mobile devices: reporting and document creation not required. Kindly confirm if a mobile app needs to be developed in the scope with restriction to these features (or) should the application be configured in such a way that, when the application is accessed on a browser, on a mobile/tablet device, it should automatically restrict these features.	The system should be configured in a way that when accessed from a mobile device that is not connected to the network it will default to restricted access. The user should be able to save "draft changes" from a mobile device and then confirm those changes once the system is accessed from a non-mobile device.
118	Are REQ-A01, REQ-F01, REQ-H01, REQ-I01, REQ-B-01, REQ-C01, REQ-C02, REQ-C03, REQ-E01, REQ-D01 and REQ-G01 hypothetical and can be ignored (or) is there any document that defines the requirements with these sections as labels to the requirements.	REQ-A01 (and others) are samples and do not correspond with any defined requirements/documents within the RFP.
119	Should the vendor provide the needful infrastructure services (procuring the database, servers, hosting etc.) and include in the overall cost?	No (unless it is cloud service)
120	Should the vendor only provide the BoQ and DeIDOT would procure all the infrastructure as defined in the BoQ?	DeIDOT will procure as per DTI standards
121	During the maintenance period, is the vendor responsible for procurement or upgrade of any hardware/software, (or) will DeIDOT procure/upgrade the needful hardware and software as requested/recommended by the vendor?	DeIDOT would procure/upgrade the needed hardware and software as requested/recommended by the vendor, upon due diligent review and approval.

Q #	Question	Answer
122	What is the tenure of the maintenance period?	We are open to consider all options when it comes to length of support.
123	Can the activities of the project, such as development, testing, be performed outside USA?	It is preferred that the work be done inside the USA.
124	Is any resource expected to be Onsite? If yes, which resource and what is the tenure?	Yes (at least few) for entire project tenure. Please include in your proposal.
125	How would the scoring for Functionality be given? Would this be evaluated based on our compliance matrix response to the desired features?	Functionality will be scored based on the ease of use of the proposed solution and meeting the desired features as listed in the RFP
126	How would the scoring for User Interface be given? Is the vendor expected to design two to three mockup designs and include the images in the proposal?	User Interface will be scored based on the ease of use of the proposed solution and meeting the desired features as listed in the RFP.
127	With reference to 3.b. – “System shall have ability to define events within a process”, do ‘events’ mean just some ‘static’ data placeholders or they mean some ‘dynamic actions’? Listing some sample events would be helpful.	Events could be as simple as tracking adherence to due dates, to as complex as tracking cost comparisons between estimates and actuals.
128	With reference to 5.b. – “System to support a rules engine to configure notifications”, is there any existing Rules Engine in place or it needs to be developed from scratch? If it needs to be developed, what are the detailed requirements?	There are currently no rules in place but more detailed information will be provided to the selected vendor
129	Is there any technology stack we need to stick to?	Please refer DTI Standards. <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>
130	Is there any existing software to handle electronic signatures? How can it be integrated?	Not at this time.
131	What is that the user can access when accessed offline?	At a minimum, the user should be able to update the system with pertinent information and then have that information synced once the system is back online.

Q #	Question	Answer
132	The notifications need to be sent as emails or SMS or both? For any of these, is there any existing API that can be used?	Notifications can be sent as emails and there is currently none in use at this time
133	What does it mean by “mapping integration capabilities” in 10.f.	System should integrate with some sort of GIS system. DelDOT currently utilizes ESRI ArcGIS.
134	How is the OnBase application is built or how it can be integrated with?	OnBase will be used for document storage only.
135	Is Hyland OnBase the desired solution for this system?	We are open to exploring all options to obtain the best fit for our needs.
136	System shall use web-services to integrate (outbound) with the Primavera application in real time Are web services available in Primavera application? Can we get more details on application / web services methods?	Yes (please refer Oracle Primavera documentation for details)
137	System shall integrate (inbound and outbound) with the FACTS Oracle database in real time Need more details about the FACTS oracle database and what the integration will achieve.	Yes - all financial data transactions need to be integrated real time with FACTS
138	System shall migrate existing Access Database information. How many tables / data is to be migrated ? Which version of Access ?	Microsoft 2010. The data that needs to be migrated will be shared with the selected vendor
139	System shall migrate existing Excel file data. How many Excel files need to be migrated ? Does the data include formulas / macros ?	The data that needs to be migrated will be shared with the selected vendor
140	System shall migrate with existing REM Oracle database. Please provide more details on this.	REM is built on Oracle database. It is legacy system to Manage property. Functionality includes purchase/acquisition, excess parcels inventory, Appraisals, demolition, Asbestos Management and related financial
141	System shall have mapping integration capabilities. Please provide more details /give some examples on this.	System should integrate with some sort of GIS system. DelDOT currently utilizes ArcGIS. The ability to create maps and visual aides for assisting with Department needs.

Q #	Question	Answer
142	System shall use an API/web service to integrate (outbound and inbound) with the document storage application. What document storage application is being used ? Can we get some info on the web services available ?	OnBase, Yes we will make standard web services available. Please refer OnBase documentation.
143	System shall migrate/link to existing documents stored in the OnBase application. Please provide more info on this.	We are expecting capability to view existing documents from on Base in solution provided.
144	How granular does the security need to be? I.e. Will some people only have access to certain parts of the system such as Reports or Workflow?	All users should have "view" access to all parts of the system. The ability to "add/delete/modify" will be based on users roles.
145	Will the app integrate with Active Directory for SSO? If not, does DelDOT have a different existing SSO product that this app will need to integrate with and does it use SAML?	yes for internal users.
146	If there is not an external SSO to integrate with then can it be assumed that access and user credential management will then be handled within the application?	Active Directory is just to validate user credential, Rest of access controls will be managed in provided solution.
147	Can we assume that authorization will be handled within the application?	Active Directory is just to validate user credential, Rest of access controls will be managed in provided solution.
148	Will you be needing any predefined reports around security, access and authorization? If so, how many?	Yes, access to reports will be based on user defined roles
149	Are there specific tools you are expecting be used for documenting requirements?	No
150	Is there a preferred project management methodology? If not, would agile scrum be acceptable?	We are open to exploring all options to find the best fit for our needs. But as noted in our RFP would like to see milestone referenced completion strategies.
151	Have the project's requirements been documented yet? If not, who should be involved in requirements gathering meetings?	Project requirements have been documented and will be shared with the selected vendor
152	What is going to be the change management process?	Any changes to the RFP would be handled through a change order process.

Q #	Question	Answer
153	Is there a preferred mode of communication?	Written, in person, electronic, and conference calls
154	Are there any internal and external development dependencies that would affect our development that we should be aware of?	None
155	Is there a requirement for live dashboard within the developed platform for tracking projects?	A live dashboard is not a requirement
156	Is there an email management system in place currently such as MS Exchange, Outlook that would need to be integrated with the solution for sending email notifications?	Outlook is currently used by DeIDOT
157	Will DeIDOT be using a product such as DocuSign for eSignature capabilities? If so, can we assume that DeIDOT will be purchasing the licenses, or do we need to incorporate into our proposal and costs?	There is currently no eSignautre software in use by DeIDOT. This point is open for discussion with the selected vendor.
158	Will DeIDOT be providing the licenses needed to run the application, such as Windows and SQL Server, SSRS, SSIS?	Yes
159	Can the State Architecture Standard pdf be provided to us to determine what needs to be encrypted at rest? The link to the pdf states it can only be accessible from within the DeIDOT Network.	<a href="http://state.extranet.dti.state.de.us/documents/SystemArchitectureStandard.pdf">http://state.extranet.dti.state.de.us/documents/SystemArchitectureStandard.pdf</a> <a href="https://dti.delaware.gov/pdfs/pp/RFPRequirementsforSubmissionofaDataDictionaryorDataModel.pdf">https://dti.delaware.gov/pdfs/pp/RFPRequirementsforSubmissionofaDataDictionaryorDataModel.pdf</a>
160	Can you provide a list or types of business processes (data dumps, reports, emails, etc....) are being run manually and should be considered "in scope" for automation in this project?	Please refer to RFP. During application design phase more details will be explored.
161	Can you identify number of workflows required within the system?	No
162	Can you provide an example of a high complex workflow?	Yes and the diagrams will be share with the selected vendor
163	How many predefined/canned reports will need to be created?	There are a minimum of 25 standard reports that would need to be set up as part of the implementation. Samples and specifications will be provided after award.

Q #	Question	Answer
164	For Ad-Hoc and BI type reporting, does DelDOT want to use a BI tool such as PowerBI? Or do all reporting features need to be built into the application?	It would be preferred that all reporting features be integrated with the proposed solution, but we are open to exploring all options to obtain the best fit for our needs.
165	For the ad-hoc reporting, do you need them to be schedulable?	No, ad-hoc reports will not need to be scheduled, however once an ad-hoc report is created we will need the ability to save and potentially schedule
166	Do Scheduled reports need to be emailed to users?	Yes
167	What file types do you expect reports to be exportable in?	At a minimum, .pdf and Excel
168	Are the documents PDF templates with form fields?	No, most are currently set as Word documents with form fields.
169	Do you need to be able to create a document from scratch?	Yes
170	How many predefined templates will need to be created up front?	This information will be shared with the selected vendor
171	What is the desired output type? PDF, Word?	Output will depend on the document type
172	We are assuming that the web-based application will be accessible via mobile / tablets via web browser. Does an iPhone/Android mobile application need to be created as well?	Yes
173	“System should have ability to manage sync on demand when within network”. We understand that this refers to the application having the ability to store data offline and process it when network is available, is this correct?	Yes
174	Bullet 9b “System should have ability to connect to application even when access to network is not available”, does this apply to laptops/desktops? If so, is the expectation that three applications are built? (web based, mobile and windows)	If it is a purely web-based application then there would not need to be a windows version, correct? We would like one application compatible with all devices
175	What data elements/modules need to be stored locally when device is offline?	The application needs to support sync on demand when connection to network is reestablished
176	Does offline mean no internet connection at all, or when away from the DelDOT network?	Away from the DelDOT network

Q #	Question	Answer
177	We assume that integration points and any other necessary information required to perform any integrations with the developed application will be provided by DelDOT, is this correct?	Yes, We will provide webservices for OnBase and Primavera. FACTS data is in Oracle database and we don't have web services.
178	What is the size, type and format of data in "Access Database information" that needs to be migrated to the new system?	Information stored in Access will be shared with the selected vendor
179	What is the size of data (rows/columns) in "Excel file" that needs to be migrated to the new system.	Information stored in Excel will be shared with the selected vendor
180	What is the size, type and format of data in "REM Oracle database" that needs to be migrated to the new system?	Information stored in REM Oracle database will be shared with the selected vendor
181	For migration, can you explain what type of documents are stored in "OnBase application", what is the largest document size, and what is document format/type?	OnBase will be used for document storage only.
182	We assume that the web interfaces already exist. Can they be altered if needed?	Primavera and OnBase web interfaces can't be altered. You can create separate web interfaces using out-of-box web services.
183	There is a list of organizations that require a web interface, but how many web services will be in scope for this project?	Please refer to RFP. During application design phase more details will be explored.
184	Can DelDOT provide API and/or WSDL documentation for the web services?	Please refer to RFP. During application design phase more details will be explored.
185	Which web services will be read vs write?	Please refer to RFP. During application design phase more details will be explored.
186	Can schema information be provided for the Access, Excel and Oracle data sources?	Please refer to RFP. During application design phase more details will be explored.
187	Will the data from Access and Oracle be given in extract files, or will the ROW system need to connect directly to Access and Oracle to pull the data?	We are looking to have direct connection

Q #	Question	Answer
188	Is the Oracle data migration a onetime thing or is it ongoing?	onetime
189	What does 10.F System shall have mapping integration capabilities mean?	System should integrate with some sort of GIS system. DelDOT currently utilizes ESRI ArcGIS. The ability to create maps and visual aides for assisting with Department needs.
190	Are all the integrations hosted in the DelDOT network or are we connecting to third party networks?	DelDOT network only
191	Post implementation support is required for what time period, i.e. 1 month, 3 months etc.?	We are open to exploring all options
192	Are there any SLA requirements, such as web page response time or web service response time? If yes, will any UI and/or reports be required to display this information and how many?	We are looking for industry standard response time
193	If yes, will any UI and/or reports be required to display this information and how many?	Details on types of reports needed will be supplied to the selected vendor
194	Do you require on-site support?	After implementation and training there could be some on-site support required. We are open to exploring all options.
195	How many business users will need to be trained post-implementation?	At a minimum, there would be 10 people
196	We assume that training will be conducted at DelDOT premises and DelDOT will provide training facilities to conduct the training sessions i.e.: computer system, training room etc. Is this correct?	Yes
197	Does DelDOT require an automated test framework such as Selenium?	No
198	How many workflows are you planning to manage?	This information will be shared with the selected vendor
199	Can we use another system other than Onbase for document storage?	No

Q #	Question	Answer
200	Do you need to have mapping capability offline?	No
201	Can we get more information on the FACTS database?	FACTS - manages financial transactions for projects, more details will be provided during design time.
202	Can you provide information on outbound interface types (backend, front end, RESTful)?	RESTful web services.
203	Can you provide information on the number of excel files to be migrated?	This information will be shared with the selected vendor
204	Can you provide information on the number of access files and the number of tables in each file to be migrated?	This information will be shared with the selected vendor
205	Can you provide the number of tables in the REM database?	This information will be shared with the selected vendor
206	What mapping functionalities do you need: display and/or query from a map?	The ability to create maps and visual aides for assisting with Department needs.
207	Single sign on : Are we going to use single sign on for this new system alone or it has to support / reuse other existing systems single sign on.	There is currently single sign on in use with DelDOT and the system would need to mirror that
208	Who are all targeted as external users. Is this system going to be available for public in web?	External users would be agents in the field and consultants. No public access
209	Is there a possibility for nesting of process & nesting off events?	Can the context of this question be expanded?
210	Can you elaborate the requirement for bulk document creation?	The ability to select and create multiple templated documents from data input into the system.

Q #	Question	Answer
211	System should have ability to access all system features via desktop, tablets, laptops, mobile phones, etc. - Our understanding is the system which is going to develop is a web based application with responsive design. Is that correct?	Yes
212	System should have ability to connect to application even when access to the network is not available - Here the network mean the LAN, if that is the case what would be the expected system behavior for the external users when the network is not available?	Ability to view and make "draft changes" that would later be approved once connection to the network is reestablished
213	System shall have mapping integration capabilities - Can you provide more details for this point?	System should integrate with some sort of GIS system. DelDOT currently utilizes ESRI ArcGIS. The ability to create maps and visual aides for assisting with Department needs. Also, the ability to search and filter data.
214	What is the expected maximum concurrent user for this system? a.)System shall use web-services to integrate (outbound) with the Primavera application in real time b)System shall integrate (inbound and outbound) with the FACTS Oracle database in real time	There could be 40 internal/employee users and the potential for 10 external/consultant users. There would be about 10 users that would need to have direct integration with Primavera and FACTS.
215	Can you provide more details about the inbound and outbound details?	Please refer to RFP. During application design phase more details will be explored.
216	Ref 4.h – Submit three prior similar kid of application development experience & capabilities of firm for services to transportation agencies - is this mandatory to apply this RFP?	Yes
217	Can we execute this project from offshore (India)?	Yes, the RFP is open to all companies that are authorized to conduct business in the United States. However, it is preferred that the implementation be done in person
218	Is there a system in place to migrate the current data to the new software?	No.
219	Are FACTS, REM, Migrate, Link and OnBase on different versions of Oracle?	They may be on different ver. of Oracle.
220	Is REM a DOT Acronym?	Yes, Real Estate Management System. It is a system that was developed for DelDOT that is antiquated and no longer functional for our needs.

Q #	Question	Answer
221	What version of Oracle is the current system and applications using?	Right now in Oracle 11g but getting ready for Oracle 12c.
222	Should the new database be MS SQL or Oracle?	Oracle is the preferred database but we are open to exploring all options to obtain the best fit for our needs.
223	What is the goal of Mapping Integration? Is DOT seeking to track people, things, directions?	The ability to create maps and visual aides for assisting with Department needs. The ability to track the progress of a project would also be a bonus
224	While building the API is there a standard security level that DOT has set up or requires for the API?	Please refer DTI Standards. <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>
225	Is the work expected to be performed on site at DOT Offices? If yes, what accommodations are provided (desks, offices, network etc.)	Implementation, fact finding, training, can be done at the DeIDOT office and space can be provided
226	Referring to Certification of Eligibility and Certificate of Non-Collusion in Appendix A of the RFP: What is meant when asked about commission expiration? My company is registered in Delaware, but not registered with the Delaware Department of Transportation.	Notary Commision Expiration must be provided when form is notarized.
227	Databases – Does DELDOT have a preference on database to be used in this project (Oracle/ SQL Server/ MySQL / other)	Oracle is the preferred database but we are open to exploring all options to obtain the best fit for our needs.
228	Web /mobile application technologies – Does DELDOT have any preference on Web / Mobile technologies to be used in this project such as .Net / Java / COTS tools	We are open to exploring all options to obtain the best fit for our needs.
229	IS DELDOT open to purchase of recommended Commercial Off-The-Shelf (COTS) or third-party Business Process Management tools that are industry proven frameworks to build this project?	We are open to exploring all options to obtain the best fit for our needs.
230	Please list the Technologies used in current DeIDOT System Interfaces that need to be integrated with this project.	Please refer DTI Standards. <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>

Q #	Question	Answer
231	Do you want us to provide costing for all the hardware/infrastructure needed for this project? Is it sufficient that we provide a complete list of Hardware/Infrastructure so that DELDOT can leverage its contracts with vendors to get the most advantageous pricing?	DelDOT would procure/upgrade the needed hardware and software as requested/recommended by the vendor, upon due diligent review and approval.
232	Desired Feature No. 5 - Workflow Notifications - Are these notification internal / external / both?	Both.
233	Desired Feature No. 5 - Workflow Notifications -Do we need any encryption such as Voltage for external notifications?	No
234	Desired Feature No. 5 - Workflow Notifications - May we reuse any existing DELDOT infrastructure/email backbone to send email / text message notifications in this project?	Yes
235	Desired Feature No. 6 - Reporting - Does DELDOT want us to reuse any inhouse / current reporting frameworks or tools in this project?	No
236	Desired Feature No. 6 - Reporting - Do we need to build access restrictions on reports based on Single Sign On profiles? Do you anticipate setting access control for various users or user groups based on their Single Sign-on profiles?	Yes, access to reports will be based on user defined roles
237	Desired Feature No. 7- DOCUMENT CREATION - May we integrate with industry proven Document layout designers to create document templates versus building it from ground up?	Templates are currently in use and will be shared with the selected vendor
238	Desired Feature no. 9 - Mobile - “ability to connect to application even when access to the network is not available” a) Is the network referenced here is to Mobile service provider network or to DELDOT IT network? b.) Does DELDOT want the data to be held in the device temporarily until the network connection is reestablished?	a) DelDOT IT network b) Yes
239	Desired Feature no. 9 - Mobile - Does DELDOT have any preference on Mobile operating System - IOS / Android / Both / any other?	Both

Q #	Question	Answer
240	Desired Feature No. 10 - SYSTEM INTEGRATIONS - May we migrate documents from OnBase application to existing or planned document storage application?	OnBase is to be used as the document storage application
241	Desired Feature No. 10 - SYSTEM INTEGRATIONS - Could you please elaborate on requirements related to “mapping integration capabilities”?	The ability to create maps and visual aides for assisting with Department needs. Project completion should also be an option with mapping
242	Can you expand on the functionality you are looking for online? 1. Start a workflow 2. Consult documents 3. Any other requirements	View and draft edits to documents already created in the system, create notes,
243	Are you using Office or Office365?	Office
244	Section: Desired Features Sub section: 1. Security roles a. System shall have Single Sign On - Is auto-login desired based upon user's workstation login credentials? For users of non-domain connected devices (e.g. Mac) would a user Id password prompt be acceptable.	Yes
245	Section: Desired Features Sub section: 1. GENERAL PREREQUISITES c. User should be able to access content on any browser Must support most current versions of IE, Chrome, Firefox, Edge and Safari utilized by DelDOT - What percentage of users currently use IE Edge vs IE 11? What percentage of users use Safari? What are the state IT preferred/supported browsers?	Around 85% of users using IE 11 Around 13% are using Google Chrome and Firefox <1% Safari <1% uses Edge (Our new applications are being tested to work on Edge Browser) IE 11 is most IT preferred/supported browser for the state
246	Section: Desired Features Sub section: 3. WORK FLOW – FEATURES - Please provide the current business process flow for the ROW section	This information will be shared with the selected vendor

Q #	Question	Answer
247	<p>Section: Desired Features  Sub section: 7. DOCUMENT CREATION c. System should have the ability to support business approved electronic signatures - What are the current business approved electronic signatures?</p>	There are none at this time
248	<p>Section: Desired Features  Sub section: 9. MOBILE b. System should have ability to connect to application even when access to the network is not available - Please clarify requirement to connect to application when no network is available. Network connectivity will be needed to pull initial data. Changes can be made offline and synced/uploaded when connectivity is reestablished.</p>	This is referring to changes being made and synced when connectivity is reestablished
249	<p>Section: Desired Features  Sub section: 10. SYSTEM INTEGRATIONS g. System shall use an API/web service to integrate (outbound and inbound) with the document storage application. - What is your document storage application?</p>	OnBase
250	<p>Section: Desired Features  Sub section: 11. SYSTEM MAINTENANCE h. Vendor will provide, at a minimum, read only access to development code within the DEV and TEST environments to assist with review of code and DelDOT development staff training - Assuming that the Dev and Test environments are for customization/configuration and integration to external data listed in section 10. System Integrations, Does the vendor need to provide the state access to proprietary code in the case of a COTS application? Or is this requirement for a fully customized non-cots solution?</p>	This pertains to semi and fully customized non-cots solutions.
251	<p>Section: MILESTONE/PAYMENT SCHEDULE  Sub section: Milestone 2,3,4 Comment/Acceptance Criteria - Please clarify REQ-A01, REQ-F01, REQ-H01, REQ-I01, REQ-B-01, REQ-C01, REQ-C02, REQ-C03, REQ-E01, REQ-D01, REQ-G01 mentioned as requirements that need to signed-off.</p>	REQ-A01 (and others) are samples and do not correspond with any defined requirements/documents within the RFP.

Q #	Question	Answer
252	Section 9. MOBILE - Can you please clarify requirement 9b and c? Does the web-based system need to have off-line capabilities? If so, how critical is this requirement and would DelDOT consider removing this requirement or move the requirement to a subsequent phase so that a custom solution can be developed?	We are open to exploring all options to obtain the best fit for our needs.
253	Section 10. SYSTEM INTEGRATIONS - How many Excel sheets/columns/rows need to be migrated?	This will be provided to the selected vendor
254	Section 10. SYSTEM INTEGRATIONS - Please clarify requirement 10e. Should the system migrate REM Oracle database records or should the system integrate with an REM Oracle database?	If migration is too daunting then it should integrate so that the data can be utilized
255	Section 10. SYSTEM INTEGRATIONS - What system/application is the storage application based on?	OnBase
256	Section 10. SYSTEM INTEGRATIONS - How many OnBase documents need to be migrated and/or linked?	Please refer to RFP. During application design phase more details will be explored.
257	Section INFORMATION TECHNOLOGY STANDARDS AND POLICIES - Paragraph Firms will be required to review and confirm they can adhere to the following: <ul style="list-style-type: none"> <li>• Adhere to all State Standards;</li> <li>• Delivery of a Final System and Architectural Design per State Architectural Review Board standards, to include a Data Model/Data Dictionary for DelDOT approval;</li> <li>• Development and Delivery of DelDOT System Interfaces as needed;</li> <li>• Development and Delivery of necessary GIS Interfaces as needed;</li> <li>• Delivery of a matrix (Quality Functional Deployment) to trace requirements to final system and software components;</li> <li>• Delivery of a Software Bill of Material to be maintained if open source components are incorporated into the solution;</li> </ul> Will DelDOT provide templates for these artifacts or can the vendor use their own templates?	Vendor can use their own templates
258	The RFP states that joint venture submissions will not be considered. Will DelDOT allow prime/sub teaming arrangements?	Sub consultants are permitted to be utilized.

Q #	Question	Answer
259	How many development and administration staff will require training? Will the training be onsite or remote?	Training will be onsite and will consist of a minimum of 10 people
260	How many ROW business users will require training? Will the training be onsite or remote?	Training will be onsite and will consist of a minimum of 10 people
261	<p>a.) What is the total number of users who will use the system?</p> <p>b.) What is the total number of users that will provide approvals only in the system (no other role aside from being a basic end user)?</p> <p>c.) What is the total number of users that will have a role within the system, other than an approver role (e.g. ITIL role, admin role)? Do not include basic end users or users that will only provide approvals.</p>	The system should support a minimum of 50 users and roles will be provided to the selected vendor
262	Can the project team support this effort remotely with occasional visits for important milestones (e.g. kick-off meeting, training)?	Yes
263	Does DeIDOT expect that external users and internal users will be maintained in the same repository or separate repositories? For example, if DeIDOT wishes to use existing AD roles/security for access to the site for internal users, then it is likely that external users would be stored in a separate repository.	In same repository
264	Desired feature 2c states: “Must support most current versions of IE, Chrome, Firefox, Edge and Safari utilized by DeIDOT. Can you give the specific versions of the browsers supported by DeIDOT? Or, alternatively, can we assume that the system will support the latest 2 major versions of all browsers?”	You can assume that the system will support the latest 2 major versions of all browsers
265	Generally covering all of the mentioned features, does DeIDOT expect a visual workflow designer for business users to create workflows or author completely new workflows?	A majority of the workflows have been mapped and will be shared with the selected vendor
266	Feature 6a requires that “users shall be able to create and generate reports at any time.” Does DeIDOT expect that all end users will be able to create new report definitions, or only a limited set of administrative users?	A limited set of administrative users

Q #	Question	Answer
267	For all ad-hoc reporting needs our recommendation is to leverage a business intelligence tool such as Power BI. Will a product such as Power BI be acceptable to deliver the ad-hoc report creation features?	We are open to exploring all options to obtain the best fit for our needs.
268	Feature 7c states the system should have the ability to support business approved electronic signatures. Does DelDOT already use an electronic signature tool such as DocuSign that we'd be expected to leverage as part of the solution?	There is none at this time
269	<p>From desired feature 2c, it is clear that DelDOT is looking for a web-based solution. However, features 9b and 9c indicate that the system should function even when it does not have internet connectivity. These appear to be conflicting requirements – a device requires internet access in order to access a web-based application.</p> <p>Is it a hard requirement that all devices (including desktops and laptops) need to be able to use the application without internet connectivity? Or, is the requirement just for mobile devices (phones and tablets) to be able to use the application without internet connectivity (which is a much more common requirement/need)? Just a note that if the requirement is for PCs to also be able to function without internet connectivity means that we have to create desktop applications for Windows OS, Apple OS, and Linux OS machines; this would likely be cost prohibitive. It is also worth noting that while the ability to use an application on a mobile device without internet connectivity is somewhat common, most systems that implement this capability only support a small, core subset of overall system requirements in order to keep costs down.</p>	Accessibility from the web does not ensure accessibility from the DelDOT network.
270	Desired feature 10a requires that the solution “integrate (outbound) with the Primavera application in real time.” Do web services already exist for interaction with Primavera?	Primavera have standard Web services to integrate, Please refer Primavera Documentation.
271	Desired feature 10b requires that the solution “integrate (inbound and outbound) with the FACTS Oracle database in real time.” Do web services already exist for interaction with the FACTS database?	We don't have web services for FACTS

Q #	Question	Answer
272	Desired feature 10c states that the system shall migrate existing Access Database information. Can DeIDOT share the schema and record counts for the tables in this database?	This information will be shared with the selected vendor
273	Desired feature 10d states that the system shall migrate existing Excel file data. Can DeIDOT share examples of these files and the total # of files that need to be migrated?	This information will be shared with the selected vendor
274	Desired feature 10e states that the system shall migrate existing REM Oracle database. Can DeIDOT share the schema and record counts for the tables in this database?	This information will be shared with the selected vendor
275	Desired feature 10f states that the system shall have mapping integration capabilities. Does DeIDOT have an existing mapping solution that the system will integration with? Or will the system need to implement/utilize a new mapping solution?	System should integrate with some sort of GIS system. DeIDOT currently utilizes ESRI ArcGIS.
276	Desired feature 10g states that the system shall use an API/web service to integrate (outbound and inbound) with the document storage application. Is it assumed that OnBase will be the document storage solution going forward?	Yes
277	Desired feature 11f states: "If hosting offsite, vendor will provide a disaster recovery plan." We are able to deploy the system to DeIDOT's data center or we can host the solution ourselves. Does DeIDOT have a preference for an on premises installation or a hosted solution for this project?	We are open to exploring all options to obtain the best solution to fit our needs
278	Our standard development stack is largely based on Microsoft technologies (SQL Server, C#, ASP.NET MVC, etc.). However, we also utilize other development stacks when preferred by the client. The DTI application program languages standards document does indicate that SQL Server and C# are standards. Does DeIDOT IT support/prefer Microsoft-based solutions? If not, what is their preferred technology stack?	Please refer DTI Standards. <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>

Q #	Question	Answer
279	4b shows that a Letter of Interest is required. Does this letter need to be signed?	Please refer to 'Proposal Requirements' Section, Item 4, Part b. for Letter of Interest requirements.
280	Regarding project management and system development methodology, would the agency be open to a scrum/agile process?	We are open to exploring all options to find the best fit for our needs. But as noted in our RFP would like to see milestone referenced completion strategies.
281	Please clarify whether RFP #1847 is intended to be “fixed price” or “time and materials”. The language on the title page indicating that the “method of payment is specific rate of compensation and cost per unit of work” seems to imply a time and materials style of contract. Additionally, in Proposal Requirements, the RFP instructs proposers to “provide your <i>estimated</i> pricing for the following” and “provide your ... <i>typical</i> number of hours needed” (emphasis added) which again seems to imply a time and materials type of contract.	Fixed price based on milestone payments. The reason we refer to estimated pricing is meant that this may not be your final price rather your estimate based on the information you currently have.
282	Regarding Security Roles, should the Single Sign On system integrate with the State of Delaware’s existing Active Directory? If not, is the SSO designed solely around this system? If not, then what other system(s) will be integrated with the new right of way system?	Yes and this will be provided to the selected vendor
283	Regarding Work Flow – Features and the desire to modify or remove workflow events, please provide additional information about whether these features should require secondary approvals and whether any type of impact analysis of these actions should be provided.	This ability will be restricted based on users security roles
284	Under Design Features, #10a, is the expectation that workflows generally, is this feature not provided within the existing Primavera system? Is there an expectation to integrate workflows with Primavera? I believe the second part of this question was answered in RFP under Design Features, #10 a.	We are exploring all options to obtain the best solution to fit our needs

Q #	Question	Answer
285	Regarding Work Flow – Report Features item a., please provide additional details about this expectation. Generally, unbounded reporting power can lead to performance issues as users create reports without regard to how these may impact the system. A selection of specific reports that have optional parameters may be the best option, but please provide more detail.	There are a minimum of 25 standard reports that would need to be set up as part of the implementation. Samples can be provided and specifications will be provided after award.
286	Regarding Work Flow – Report Features item b., to clarify, users will need the ability to add any field from any table in the database(s) and be able to execute queries using these fields?	All fields within the data base should be able to be used to pull queries and to build reports from
287	Regarding Document Creation item a., to clarify, the intent is for users to be able to create their own document templates on an as-needed basis?	There will be templates that are available for use, as well as the ability to create ad-hoc documents
288	Regarding Mobile item b., is the intent that a mobile device can run an offline copy of the application for limited data entry without network access so that this data can be uploaded later? Or, is the intent to have access to current reports and other functions that need up-to-date information without network access?	Reporting and document creation are not required for mobile
289	Regarding Mobile item c., what and how much data is expected to be synchronized from mobile devices?	Notes and dates and photos
290	How does Primavera expose its data? APIs? Web service? Please provide details.	Web Services (Please refer Primavera documentation)
291	What options are available to integrate with the FACTS Oracle database?	Please provide appropriate solution in your proposal.
292	How many Access databases are to be migrated? How much data do they contain? Is there overlap between their contents?	This information will be shared with the selected vendor
293	How many Excel files are to be migrated? How much data do they contain? Is there overlap between their contents?	This information will be shared with the selected vendor

Q #	Question	Answer
294	Is there any data overlap between the Access and Excel files?	Yes
295	The RFP states that the “system shall migrate with existing REM oracle database”. Is the intent to <i>migrate</i> the database or <i>interface</i> with it? Please provide additional detail.	The REM system will be migrated and then decommissioned after verification of successful migration
296	Please define what is expected by “system shall have mapping integration capabilities”. In what formats? With what other systems? In batch or interactive modes?	System should integrate with some sort of GIS system. DelDOT currently utilizes ESRI ArcGIS. The ability to create maps and visual aides for assisting with Department needs.
297	Please provide additional detail about the state of current Right of Way (ROW) maps. What percentage of these maps currently exist in a digital format and if so, what format? If there are paper maps, is DelDOT planning their conversion to digital format?	Plans are currently stored digitally as .dgn files, but are shared with ROW as .pdf files. Maps are .mxd files that can be exported to .pdf files.
298	Regarding ROW maps, is there a specific format that is required of engineering firms when submit for plan reviews?	Plans are currently stored digitally as .dgn files, but are shared with ROW as .pdf files. Maps are .mxd files that can be exported to .pdf files.
299	Is there an expectation that the ROW map integration provide for an indexing system by project or location reference?	Yes
300	The RFP states that “system shall use an API/web service to integrate with the document storage application.” Is this an existing process or will it have to be created?	Please provide appropriate solution in your proposal.
301	Please provide additional details about the OnBase configuration and what options are available to migrate/link with existing documents.	OnBase will be used for document storage only.
302	For data migration activities, is there any expectation of de-duplication, merging, or other custom work?	Please provide appropriate solution in your proposal. We are expecting a clean migration.
303	Regarding System Maintenance, given the need to interface with so many existing internal state systems, is offsite hosting even an option due to firewall restrictions and state data policies?	Yes there are firewall restrictions, but data can be communicated by secure web services.
304	Training, can you clarify the length of the maintenance period for which additional training may be needed?	We are open to exploring all options to obtain the best fit for our needs.

Q #	Question	Answer
305	Regarding Information Technology Standards and Policies, because this is a non-public facing system, is it the intent of the agency to require adherence to Section 508 accessibility requirements for end users?	Please provide both options in your proposal.
306	Regarding Information Technology Standards and Policies, please describe the number and type of GIS Interfaces that will be needed for the new system.	We have ESRI Arc GIS Server, we can provide any mapping/feature services. Public data layers are available on <a href="http://firstmap.gis.delaware.gov/">http://firstmap.gis.delaware.gov/</a>
307	In the provided example milestone/payment schedule, the first milestone describes “project planning, Joint Application Design (JAD) sessions”. Does the agency expect to develop and refine functional and non-functional system requirements during this phase? If the project is fixed price, how would the change of scope that would inevitably occur during this phase be handled?	There has been a large amount of internal JAD completed to date, but it would be expected for the selected vendor to confirm that data and convey concurrence. Milestones in the RFP are just example.
308	<p>Are you open to on-demand IT solution?  If so -  Are you currently using Amazon, Google or Microsoft Azure cloud platforms that bring you benefits of massive scale ?.  Can you share the volume of data (GB) that you expect this project to support?. This would help us provide a realistic price proposal?.  Additional project documentation can help solution providers to present their solutions to Deldot.  If not -</p> <p>Are you expecting the proposed solution to leverage your existing assets (onbase platform, workflow systems, oracle databases, single sign provisions etc)?. If so, will the licenses be provided by Deldot so solution providers do not have to include this in their price proposals?  What productivity tool (microsoft, google etc) is being currently used, so the proposed solution can leverage the features for content creation functions?  Have you evaluated commercial off-the-shelf products that might meet some of your requirements?</p>	We are open to exploring all options to find the best fit for our needs

Q #	Question	Answer
309	Can you provide additional project artifacts, such as functional requirements, # of reports, (real time, canned etc) etc?	There are a minimum of 25 standard reports that would need to be set up as part of the implementation. Samples can be provided and specifications will be provided after award.
310	Can part of the work development and support be done remotely (at US locations outside of Delaware) to offer cost benefits to DelDOT?	Yes
311	In the Milestone / Payment schedule table, in the second column, requirements like REQ-A01, REQ-F01, REQ-D01 etc. are mentioned. Please clarify the reference of REQ-A01, REQ-F01 and corresponding details as well as any additional documents describing the scope of this RFP.	REQ-A01 (and others) are samples and do not correspond with any defined requirements/documents within the RFP.
312	Can DELDOT clarify their expectations from warranty support associated with this program?	We are open to exploring all options to obtain the best fit for our needs.
313	Does DelDOT have a desired project start date and a go-live date?	ASAP
314	Can DelDOT share their thoughts on any encouragement for DBE participation in this RFP?	The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.
315	Can we submit a double side printed response?	Yes.
316	Can DelDOT specify the expected number of internal and external users (individually)?	At a minimum 40 internal and 10 external users
317	Could you please share the volume of the data to be migrated from the applications mentioned in RFP (e.g: Primavera, Oracle, Onbase etc)? Can you provide sample data/documents to understand the complexity of migration?	This information will be shared with the selected vendor

Q #	Question	Answer
318	We are unable to access Systems architecture standard document ( <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a> ). If this is relevant to the RFP, please share it.	The link was tested and is active.
319	Can you please elaborate on mapping integration capabilities requirements for the envisioned solution and details of current GIS solution as it relates to this RFP?	System should integrate with some sort of GIS system. DelDOT currently utilizes ESRI ArcGIS. The ability to create maps and visual aides for assisting with Department needs.
320	Reference: 1.a = System shall have Single Sign On - System shall require external users to access the system via an unique user id and password. Please provide estimated count of internal and external users who will interact with proposed solution.	At a minimum 40 internal and 10 external users
321	Reference: 3.d = User should be able to modify events at any time (may intersect one event in a flow or the entire process moving forward) based on user access roles. Please provide additional explanation on level of modifications users should be able to perform to the workflow.	This information will be shared with the selected vendor
322	Reference: 7.c = System should have the ability to support business approved electronic signatures. Please provide what is business approved electronic signatures for DelDOT – ROW Section.	There is none at this time
323	Reference: 10.b = System shall integrate (inbound and outbound) with the FACTS Oracle database in real time. Will DelDOT provide database schema for FACTS?	Yes
324	Reference: 10.e = System shall migrate with existing REM Oracle database. Please provide additional information such as database schema and amount of data for REM database.	Please refer RFP, We will provide schema details during of design phase. REM has around 25+ tables to migrate
325	Reference: 12.d = Vendor shall provide additional training on an as-needed basis during the maintenance period. What is the expected length of maintenance period?	We are open to exploring all options to get the best fit for our needs

Q #	Question	Answer
326	Are you looking to have a system with an Oracle back-end or will any database (e.g. SQL Server, MySQL, etc. ) be accepted?	Please refer DTI Standards. <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a>
327	From Pg. 2 (Desired Features: Section 1 a) - Will this be an internal system with a public facing site in conjunction? If so, will the internal site have the SSO feature and the public facing site have the Authentication/Authorization feature and then a reroute?	Very limited data will be made available to the public and does not require authentication
328	From Pg. 2 (Desired Features: Section 1 a) - Does the Right of Way section of DeIDOT have a LDAP server (Directory System Agent) configured? If so, is it Microsoft's Active Directory?	Yes
329	From Pg. 3 (Desired Features: Section 10 a-h) - Are the words INTEGRATE and MIGRATE used interchangeably? When "Integrate" is used, does that mean the system will pull data from another existing system via APIs or some connector? When "Migrate" is used, does that mean the system will import data from an existing system and subsequently retire that system?	Migrate means to pull the information from the old system so that system can be retired. Integrate means that the two systems should "talk" to each other and share information
330	From Pg. 3 (Desired Features: Section 10 g-h) - Are these sub-items referring to the same thing. OnBase (item H) has document management integrated into its software package. If item G isn't referring to OnBase then what is the document storage application (e.g. HP Autonomy)?	OnBase is our document storage system
331	From Pg. 3 (Desired Features: Section 11 f) - Does DeIDOT currently have the infrastructure in place to host the planned system?	Yes DeIDOT can build/expand infrastructure as per solution.
332	From Pg. 2 (Desired Features Section 9 b-c) - Are there users who will be using this application in the field (meaning outside the office)?	Yes
333	From Pg. 2 (Desired Features Section 6 a) - How many "canned" reports do you anticipate being made available to authorized users?	There are a minimum of 25 standard reports that would need to be set up as part of the implementation. Samples can be provided and specifications will be provided after award.

Q #	Question	Answer
334	From Pg. 2 (Desired Features Section 7 a-d) - Are third party tools acceptable to create document templates?	We are open to exploring all options to obtain the best solution to fit our needs
335	From Pg. 8 (Overview of Selection Process - Project Specific) - Is completion of the Professional Services Registration for DelDOT a requirement for final selection?	No, please review the 'Proposal Requirements' portion of this RFP.
336	The RFP stated that the new system should be able to support a minimum of 50 concurrent users. Are these 50 users all external users? Or a mix of internal and external users?	A mix of internal and external users
337	How many high volume internal users do you anticipate (high volume are those that log on to the system 40+ hours/month)?	35
338	How many low volume internal users do you anticipate (low volume are those that log on to the system less than 40 hours/month)?	15
339	What is the target start date for this project?	This will be provided to the selected vendor
340	What is the target go-live date for this project?	This will be provided to the selected vendor
341	I was wondering if this registration is a requirement of the RFP and Proposal process within the DelDOT?	No, please review the 'Proposal Requirements' portion of this RFP.