



Delaware Department of Transportation
**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **1918F**

CRASH DATA AND ANALYSIS APPLICATION

Submission Due Date/Time: **Thursday, November 12, 2020 no later than 2:00 P.M. Local Time**

Agreement Type: Project Specific

One agreement may be awarded from this solicitation

The resulting agreement may be State & Federal funded

29 Del.C. §6981, §6982(b); 2 CFR part 200

1. OVERVIEW

1.1. Purpose

This Request for Proposal (RFP) issued by the Delaware Department of Transportation (DelDOT) is for the purpose of acquiring Proposals from qualified firms to provide a geo-spatially based, customizable off the shelf (COTS), user-friendly software application which will display historical crash data timely and accurately.

1.2. State Agency Involvement

Project coordination will involve personnel from DelDOT's divisions, as well as the Delaware State Police (DSP), the Delaware Criminal Justice Information System (DelJIS), the Delaware Office of Highway Safety (OHS), and the Delaware Department of Technology and Information (DTI). Constant coordination with these agencies will be required by the vendor for the successful interfacing of the data into the application.

1.3. Goals and Vision

The goal of this project is to expand upon DelDOT's current data analysis and reporting capabilities to more closely align with the Delaware Strategic Highway Safety Plan (SHSP) by redefining and revising its methodologies.

The application will utilize DelDOT's current Crash Analysis and Reporting System (CARS) to integrate the extensive amount of data collected by multiple agencies statewide. CARS is populated daily with crash reports entered by law enforcement officers statewide into ECRASH, the electronic crash reporting system owned and maintained by the Delaware Department of Safety and Homeland Security (DSHS). The results from CARS allow DelDOT to make more educated and cost-efficient decisions on engineering projects in an effort to promote safety and mobility on

Delaware's roadways. Furthermore, the reporting also facilitates the process for recovering money for damage to state-owned assets.

The application will be used to query, search, and view summarizations of crash data as well as individual reports. This data is used to assist DelDOT and other safety stakeholders (e.g., OHS, State and local law enforcement) in making more cost-effective and educated decisions when recommending solutions to a potential or existing roadway safety issues and identify locations that may benefit most from safety countermeasure implementations. The system will need to be adaptable to changes in federal safety reporting requirements and state requirements.

Additionally, DelDOT envisions the application to allow for a public-facing platform to reduce the volume of crash data requests received from the public and other stakeholders.

1.4. Agreement Term

The term of the agreement shall be five (5) years from agreement execution. Following the initial five-year term, additional terms may be awarded for maintenance and support.

2. SCOPE OF WORK

2.1. General

- The application must feature an open architecture and be browser-based to allow for user access on multiple device types and multiple locations.
- The application must allow for fully customizable levels of access for each user. User permissions shall only be granted and/or modified by administrators.
- The internal application must allow for *at least* 20 simultaneous users.
- The public-facing platform must allow for an unlimited number of simultaneous users.
- The application must have the ability to display a platform intended for use by the general public, showing rudimentary information regarding historical crashes. While not required as an immediate deliverable, the incorporation of this module in the future should be seamless and low effort if/when eventually requested by DelDOT.
- DelDOT prefers a containerized, service-oriented architecture, such that the impact of microservice additions or changes to the application will be minimal.
- Refer to *Appendix A - Business Requirements and Deliverables* applicable to the selected Vendor.

2.2. Crash Reporting

The application must:

- Be geospatially based and display crashes as points on a map of Delaware at the coordinates attributed to each crash event.
- Present each individual crash report in a printable format consistent with that used by the Delaware Department of Safety and Homeland Security. Each report shall have the capability to mask personally identifiable information (PII) and any other fields at DelDOT's request, including any narrative accounts of the crash event.

- Allow for the daily extraction and loading of new and updated reports from the DelJIS database (ECRASH), where the original crash data is housed. Crash data is made available via a web service maintained by DelJIS. The current system runs a nightly script against this web service to extract the data and load it into an Oracle database table. In addition, historic crash data within the State's Safety Data Management (SDM) database prior to the implementation of ECRASH should be loaded into the new system. DelDOT will specify the file format, web service, API type or other data exchange interface for the data transfer. DelDOT requires the application to use mutual TLS 1.3 certificate authentication to connect.
- Communicate with DelDOT's roadway inventory system, referred to as TSDM (Transportation System Data Management), and the State's enterprise GIS System FirstMap in order to retrieve the most current milepoints, maintenance road numbers, road names, traffic count data, and all other roadway attributes on a regular basis.
- Be able to consume geospatial data through the use of web mapping and geoprocessing services. All current services are OGC (Open Geospatial Consortium) compliant.

2.3. Crash Analysis

The application must:

- Allow for the search and/or query of all available attributes of a crash (e.g., data fields from the crash, person, and vehicle levels), either by drawing buffers around roadways or intersections or by building queries comprised of user-selected crash attributes. Results of those operations must be visualized and interactive on the base map. Spatial queries must be generated based on the coordinates associated with the crash and not the assigned milepoint along a roadway. However, queries may be performed using both milepoints and by selecting areas or buffers on a map.
- Have the ability to create summaries of elements of crashes as a result of a geospatial or attribute-based search and/or query and display these results in a technical report containing charts and other pertinent graphics. Additionally, crash reports comprising the study must be able to be retrieved in one comprehensive digital file and in multiple file formats (shapefile, csv, pdf, KMZ, file geodatabase, etc.).
- Have the ability to return recommended safety countermeasures based on crash patterns as well as the presence or absence of a treatment. The individual countermeasures and methodologies/calculations to determine their usage must be customizable (Crash Modification Factors, etc.)
- Have the ability to incorporate dynamic layers on the base map from numerous sources of data where applicable, including locations of guardrail, roadway lighting, traffic signals, implemented safety countermeasures, previous safety program study locations, etc.
- Have the ability to consume web mapping and geoprocessing services from TSDM and FirstMap for display and analysis.
- Have the ability to populate new data fields from the raw crash data using pre-defined algorithms to cross-reference the three levels of data in a crash (i.e., crash, person, vehicle) to

identify Emphasis Areas or crash types to support Delaware's SHSP and/or other initiatives, plans, or goals identified by DelDOT.

- Perform network screening tasks, with the ability to quickly scan the entirety of the state-maintained roadway system to select and visualize high crash locations based on pre-determined criteria (e.g., Critical Ratio methodologies, high crash frequency intersections, etc.) as well as produce ranking and prioritization lists, both in graphical and tabular formats. This includes incorporating several methodologies consistent with Delaware's Highway Safety Improvement Program as well as other algorithms as needed.
 - Results from the scan may include recommended safety countermeasures, a heat map of locations including both intersections and roadway segments and their relation to historic safety program study locations, before and after studies, etc.
- Present the data sets on the base map in a format that allows the user to digitally print the map showing any study results in its entirety or within sections as needed, both in graphic and tabular formats. The mapping should provide a means of visually displaying multiple crashes that are located at the same coordinate.

3. PROPOSAL PREPARATION AND SUBMITTAL

Interested firms must submit the material required herein or they may not be considered for the project:

3.1 Proposals must be received before the Proposal Due Date and Time identified in the Procurement Schedule for this RFP. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted. Responses received after the Proposal Due Date and Time will not be considered.

3.2 Upload your submission at: <https://deldot.bonfirehub.com/portal/>

Important Notes:

- Logging in and/or uploading your file(s) does not mean your response is submitted. Proponents must successfully upload all the file(s) and MUST click the submit button before the closing time.
- You will receive an email receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your proposal.
- Each submitted item of Requested Information will only be visible to DelDOT after the Proposal Due Date and Time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- The maximum upload file size is 1000 MB.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact Bonfire directly at Support@GoBonfire.com or 1(800)654-8010 ext. 2 for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

3.3 Submit two (2) pdf format electronic copies of the Proposal; one original and one redacted copy. The original must be a .pdf file of the original signed proposal as submitted and should be clearly marked “Original” on the first page of the document. The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as “Redacted” on the first page of the document. The redacted copy is required even if the submission contains no proprietary or confidential information.

To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware’s Freedom of Information Regulations here; <http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage>. Under Delaware FOIA law, 29 Del. C. §10002(l)(2), “Trade secrets and commercial or financial information...which is of a privileged or confidential nature” are “records that shall not be deemed public” and are therefore exempt from disclosure under FOIA.

3.4 Expression of Interest

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer capabilities to satisfy the requirements of this proposal. To be considered, all proposals must respond to the items outlined in this RFP using the requested format. Emphasis should be on completeness and clarity of contents.

- **Joint venture** submissions will not be considered.
- DelDOT reserves the right to reject any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.
- Submission will be expected to address the following areas and should be tabbed and collated in the following order:

3.4.1. Letter of Transmittal. Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required products and professional services. The letter must:

- Clearly state and justify any exceptions to the requirements of the Terms and Conditions (*Appendix B*). Exceptions must also be recorded on *Attachment 1*;
- Include the name, title, address, email address, and telephone number of the Proposer’s contact person;
- Explain your company’s role in this field including software design experience, software sales, implementation experience, etc. Describe how your company’s products/services add value to this project.

- Attest to the fact that no activity related to the Project will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the SOW requirements;
- Include a statement the proposal is valid for 180 days from date of submittal and signed by a duly authorized officer of the Proposer's company to bind the Proposer to the terms of the proposal.

3.4.2. Sample Projects.

3.4.3.1 Name of jurisdictions and/or client organizations for which the project was implemented.

3.4.3.2 Timeline and lessons learned for project implementation by major phases such as requirements, design, development, implementation and maintenance.

3.4.3.3 Detail which of the following functional systems/modules were implemented:

- Data Security
- Mapping
- Queries and data searches
- Interfaces to internal and external entities
- Reporting

3.4.3.4 Detail the technology used.

3.4.3. Company Structure. Provide a description of the company history, include number of years providing similar services, current number of employees, financial resources, Provide a description of your organizational structure or organizational chart).

3.4.4. Contingency/Operational Continuity Plans. Identify and provide examples of how the application and its supporting architecture will be developed to allow for the continued availability and functionality of the application to the Department in the event the vendor's company is sold, merged, or ceases to exist.

3.4.5. Firm's Experience. Describe the firm's experience relating to the scope of this agreement. Preference will be given to firms who have previously worked with other Departments of Transportation and have successfully executed and completed similar projects.

3.4.6. Technical. Provide the design of the proposed environment that will be needed on-premise, or in the case of a hosted or hybrid system, that will house DelDOT and DelJIS data. The design is required to be in the format of the State's Architectural Review Board System Design Template, indicating proposed interfaces to State and DelJIS IT systems and showing how the bidder will meet the State's standards for housing confidential data. The design should:

- Identify the hardware infrastructure required to support the system. Hardware requirements are subject to review by DTI; the State's primary existing data center primarily consists of virtual servers. Cloud hosting may also be considered as an option.

- Indicate n-tier architecture, protocols, ports, and product versions of software being housed on servers, including OS, database, middleware etc. as applicable. Please note, the successful bidder will be required during the course of the project phases to supply any revised diagrams based upon changes to the environments housing DelDOT and DelJIS data as well as a data dictionary or data model. System Design should also reflect a proposed method for consumption of Public data in the form of a web service either in XML or JSON formats (or both) suitable for use in interactive web applications by third parties. DelDOT recommends that the bidders record any assumptions made regarding the System Design, as this will assist the successful bidder and DelDOT as the vendor is to produce the final system design deliverables.
- Include feature statements describing the planned technical design for delivering requirements.
- Provide an example Service Level Agreement (SLA) reflective of the warranty and support terms which the bidder proposes.
- Identify the technical platform (.NET, Java, Oracle Spatial, etc.) and list the technologies that will be used by servers, workstations, middleware, database, etc. or other software that will be part of the system (such as MS Word, Excel, Adobe PDF, ESRI, or any other spatial products).
- List the software intended to be used in this application that is owned by the bidder, and list the software proposed for this application whose development has been funded by another US (Federal, State or Local) Government entity.

Technology must adhere to defined State Enterprise Standards and Policies which can be found online <https://dti.delaware.gov/information/standards-policies.shtml>.

3.4.7. Key Staff Experience. Identify the key staff who will be committed to the work described in this RFP. Key personnel should comprise of a lead Project Manager, the Technical Lead, and lead Quality Analyst, key Developers, and any other personnel pertinent to how the bidder will accomplish the work. Include:

- Name, location of Key Staff.
- Number of years' experience staff has with providing similar services.
- Describe their work experience as it relates to the scope of this agreement and their ability to ensure the professional execution and completion of this agreement.
- The nature and extent of project team members' involvement in the project.
- Summarize their qualifications related to specific requirements of this project.
- Resumes for all key staff proposed on this agreement (two-page limit each).
- Job descriptions for all project staff must be included.
- Include information for any sub-contractors you are likely to use for this project.

3.4.8. Project Approach. Describe your firm's approach to the project in terms of risk management, quality control, and innovation in executing this agreement, including the evaluation of a project schedule indicating a proposed system rollout.

- Provide an estimate for DelDOT personnel participation. DelDOT will use this information for planning purposes. The estimate for DelDOT personnel time should identify the number of hours needed by subject matter personnel and reflect the bidder’s planned SDLC for this engagement. Bidders are to provide the assumptions made as the basis of these DelDOT resource estimates.

3.4.9. Describe how your firm will meet the requirements of **Section 2. Scope of Work.**

3.4.10. Functionality: The proposed solutions will be evaluated based on configurability, ease of customization, ease of on demand custom reporting, mapping capability, analysis tools, etc. The vendor should demonstrate how each of the following will be met by the proposed system:

- The vendor should identify all functionality available through the vendor’s system. Based on the information provided, the vendor should identify any functionality or services that are not available through the vendor’s system.
- Interfaces - The vendor should identify any interfaces that would be available through the system.

Responses to the following requirements should be uploaded as separate files under the submission requirements section of Bonfire.

3.4.11. References.

Include a list of at least three (3) business references and descriptions of the work performed for projects of comparable scope and scale. References must be recorded on *Attachment 2*. References must include verified contact information and name the project manager or contact person with knowledge about the project.

3.4.12. Pricing.

Complete the pricing and fees for the items outlined below. Use the Bid Table located under the submission requirements in Bonfire. The sample Bid Table is included in “*Appendix D*” of this document. [How do I fill out a BidTable?](#)

• **Estimated Cost**

Based on the information provided in your proposal, provide the estimated non-binding cost required to complete the proposed crash data reporting and analysis application. Please show estimated costs for the following:

- **Project and Software Cost**
 - Licensing
 - Offsite hosting (at vendor’s location) or cloud-based hosting
 - In-house (at Delaware data center) hosting
 - System implementation (by project activity or phase if possible)
 - Project Management
 - External tools/software
 - Annual maintenance (if your company is providing maintenance)
 - Training, Warranty, and Technical Support (to be included in total cost)

- Any other anticipated costs anticipated by the vendor not noted above
- **Alternative Pricing Models**
Identify the vendor’s preferred pricing model used such as fixed fee, time and materials, etc. as well as any alternative pricing models for the crash data reporting and analysis application project that would be acceptable to the vendor. Some of these alternative pricing models may include per module/product, long-term payment options, milestone based, etc. For instructions, click here: [How do I fill out Additional Responses in a BidTable template?](#)

- **High Cost Mitigation**
DelDOT is also interested in identifying high risk and cost factors. Information regarding avoiding high cost specification or requirements is encouraged. Proponents may identify from experience certain factors that adversely affect cost.

3.4.13. Required Certification Forms. All firms responding to the RFP must complete and return the submission forms located in ‘Appendix C’ of this document.

3.4.14. Cloud and External Hosting Agreements. All firms responding to the RFP must complete and return the Delaware Cloud Services Terms and Conditions Agreement (if applicable) and the Delaware Data Usage Terms and Conditions Agreement located in ‘Appendix B’ of this document.

No promotional materials or brochures are to be included as part of the submission.

4. PROCUREMENT SCHEDULE

Action Item	Date	Time
Deadline for Questions to ensure response:	Thursday, October 29, 2020	2:00 P.M. Local Time
Final Response to Questions posted by:	Thursday, November 5, 2020	2:00 P.M. Local Time
Proposals Due prior to:*	Thursday, November 12, 2020	2:00 P.M. Local Time

NOTE: Only asterisk (*) marked date changes will be communicated (via posted Addendums).

5. QUESTIONS

Questions must be submitted before the due date identified in the Procurement Schedule for this RFP. All inquiries must be submitted in the Q/A section of the project listing in the [Bonfire Procurement Portal](#).

The Department’s response to questions will be posted, according to the procurement schedule, under the project listing in Bonfire and to the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

6. RATING CRITERIA

#	Criteria Description:	Weight
1	System and Network Design	20 %
2	Functionality	20 %
3	Key Staff Experience	20 %
4	Pricing	15 %
5	Firm's experience	15 %
6	Project Approach	10 %
TOTAL :		100%

7. OVERVIEW OF SELECTION PROCESS

- This is a project specific agreement where the services as described in this RFP will be provided over the life of the project. Based upon the criteria established above, the Selection Committee shall determine all applicants that meet the minimum qualifications to perform the required services. The Committee may decide to negotiate with one or more firms to clarify; schedule; costs; functionality, compliance with the requirements; and project approach. During the negotiation period, bidders may be asked to provide a working demonstration of their proposed application.
- The Department may negotiate with one firm without terminating negotiations with another firm and may negotiate with one or more firms during the same period. At any point in the negotiation process, the Department may, at its discretion, terminate negotiations with any or all firms, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.
- Selection Committee membership appointments are confidential. The Department's Professional Services Procurement Manual may be viewed [here](#).

8. MISCELLANEOUS

The Department is not liable for any cost incurred by the contractor in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively ensure 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.

Department of Transportation
State of Delaware
By: Jennifer Cohan
Secretary
Dover, DE

Appendix A - BUSINESS REQUIREMENTS AND DELIVERABLES

The following describes the deliverables that shall be provided by the selected Vendor to the State during the project's initiation through completion of the execution phase. Generally, this is the work that is to occur towards, and including, producing the product that meets or exceeds the requirements as described herein:

1. Project Kickoff Meeting, to be scheduled by the Vendor and held within 15 calendar days of agreement execution at a location convenient to DelDOT;
2. Biweekly Project Status Reports, to be delivered to DelDOT's Project Manager. The report shall identify issues, risks, and changes, and describe progress within the framework of critical success factors such as major and minor defects and resolutions;
3. Vendor development and delivery of a Crash Data and Analysis Application project plan for DelDOT approval, which, at a minimum, includes the following:
 - a. Training Plan, including user and application administration if applicable;
 - b. Implementation Plan, to consider the Vendor's System Development Life Cycle;
 - c. Requirements Management Plan;
 - d. Data Migration Plan;
 - e. Pricing and overall strategy and plan for both long-term support and enhancements.
4. Business Requirements against which the application will be tested. Vendor shall document and deliver requirements to include, but not be limited to, user stories/use cases, screen definitions, and overall design requirements including those referenced herein.
5. Iterative development and usable releases of a Crash Data and Analysis Application as defined herein using best practice design and development principles.
6. System Test Plan and Procedures: Vendor shall provide a Verification Matrix that maps each requirement (both product and project scope verification) into the following test phases, using the validation methods listed below. Note, we suggest that the Business Requirements serve as the Demonstration test script.

Definitions of Test Phases:

- (U) Unit level. Unit level testing occurs at the functional unit (or object) level and verifies that certain input states of the unit of code produce the desired output states. Unit level testing may also include hardware item incoming inspections to verify what was ordered was indeed received.
- (I) Integration level. Integration testing occurs with the combination of multiple units of code interactions, as well as unit of code interaction with external systems. Hardware interfacing is also to be considered for this level of test.
- (S) System level. System testing is the highest level of Integration testing, and includes attempts to "break" the system through potential customer interaction, as well as security and OS/Middleware-based specified interactions on a System basis;
- (A) DelDOT's independent Acceptance Testing. This is based upon agreement with DelDOT, and it is advisable to have tested requirements as part of previous levels.
- (P) Production. Requirement verified after the application or system has been implemented or cut over. This is likely system-based testing and may be a re-run of certain System level tests to verify configuration between pre-production and production environments.

Validation Methods:

- Measurement (M) – The method of verification shall be by instrumented means, with calibrated instrumentation traceable to the National Institute of Science and Technology
- Analysis (A) – The method of verification shall be logic, based upon reason and fact, and presented by documentation
- Demonstration/Testing (D) – The method of verification shall be by cause-and-effect action (observed stimulus/response). This includes, but is not limited to, full functional verification.
- Inspection (I) – The method of verification shall be by direct observation; use of the non-calibrated (simple) tools is permitted.

In addition to the Verification Matrix, the Vendor-authored Test Plans shall incorporate the following definitions of critical, major and minor defects;

Severity Classification and Fix Priority:

Low	A minor bug where there is almost no impact to the functionality but is still a valid defect that should be corrected.	Minor issues in UI alignment or spelling errors in text. Usually used in conjunction with Low Severity. Can be moved into backlog with customer approval to be handled towards the end of project.
Normal	Functionality doesn't meet certain criteria or still exhibits some unnatural behavior; however, the functionality as a whole is not impacted.	Functionality/Sub-feature working as a whole but not behaving as expected. Logical error in code. Must be fixed in upcoming development cycles.
High	A major defect in the functionality where the functionality is functioning grossly away from the expectations.	When an entire Sub-feature of a functionality is not usable due to a program defect. Must be addressed in the same development cycle.
Critical	A defect that completely hampers or blocks testing of the product/feature	This must be fixed immediately. This generally occurs in cases when an entire functionality is blocked, and no testing can proceed as a result of this. All further development work stopped to handle this issue.

7. Note that the Schedule deliverable is not the same as the Project Plan deliverable referenced above. The initial version of Schedule is to be delivered at the project kickoff meeting for approval by DelDOT, and the execution phase Schedule is a deliverable of the initial Planning phase, also subject to approval by DelDOT. The Schedule will be also updated monthly in pdf format and reflect progress per the Project Plan as well as the vendor's biweekly status reports and all milestones. The Project Schedule shall include % complete by activity and clear identification of critical path. The Schedule shall also reflect expected effort by DelDOT resources by task and identification of the resource by specific name (preferred) or by knowledge area, and take into account the role of end user feedback (for example, at the end of each rollout/phase/sprint);

8. Delivery of an initial and a final System and Architectural Design per State Architectural Review Board standards (<https://dti.delaware.gov/about-dti/boards-and-committees/arb-templates/>) to include a Data Model/Data Dictionary (<https://webfiles.dti.delaware.gov/pdfs/pp/RFPRequirementsforSubmissionofaDataDictionaryorDataModel.pdf>) for DelDOT approval;
9. Development and Delivery of GIS and System Interfaces to the Crash Data and Analysis Application;
10. Delivery of a matrix (Quality Functional Deployment) to trace requirements to system and software components per development cycle/iteration;
11. For on-premise solutions, delivery of a Software Bill of Material to be maintained if open source components are incorporated into the solution.
12. Scope Changes. DelDOT may, at any time, by written order, make changes in the scope of the services or work to be performed as compared to the Vendor's bases of estimates. No services for which additional compensation may be charged by Vendor shall be furnished, without the written authorization of DelDOT. When DelDOT desires any addition or deletion to the deliverables or a change in the Services to be provided under this Agreement, it shall notify Vendor, who shall then submit to DelDOT a "Change Order" for approval authorizing said change. The Change Order shall state whether the change shall cause an alteration in the price or the time required by Vendor for any aspect of its performance under this Agreement. Pricing of changes shall be consistent with those established within this Agreement. Vendor will not be required to make changes to its scope of work that result in the vendor's costs exceeding the current unencumbered budgeted appropriations for the services. Any claim of any party for an adjustment of this Agreement shall be asserted in the manner specified above. Please note for an agile development methodology, DelDOT is aware that requirements may undergo rapid alteration due to end user feedback, and understands the need for a prompt documentation and approval process as to not hinder continued app development, providing that DelDOT has accepted that said changes proposed not within the Vendor's bases of estimates.

Appendix B - Terms and Conditions

1. AGREEMENT TERM

The term of the Agreement shall be five (5) years from agreement execution. Following the initial five-year term, additional terms may be awarded for maintenance and support.

2. FUNDING ACT

In the event that the Delaware General Assembly fails to appropriate the specific funds necessary to continue this contract, the contract shall be terminated, as to any obligation of the State and Delaware Department of Transportation (DelDOT, State of Delaware) requiring the expenditure of money for which no such appropriation is available, at the end of the last fiscal year for which such appropriation is available. If such termination occurs, DelDOT shall advise the Vendor of such fact as soon as reasonably practicable. Notwithstanding the foregoing, DelDOT agrees to use its best efforts to obtain authorization of such funds in its budget and a request for adequate funds to meet its obligations hereunder in full in its next fiscal year budget.

3. WARRANTIES

The Vendor warrants that the services, and all parts thereof, shall be (a) performed by the Vendor, its employees and subcontractors, utilizing the skill, judgment, and attention of experienced and competent professionals having extensive experience in the performance of the services; (b) consistent with the technology and other practices expected from similar firms of national reputation performing services of a similar nature; (c) conducted in a safe, prudent, careful, and workmanlike manner; and (d) conformed to the standard of care expected from similar firms of national reputation performing services of a similar nature. The Vendor further warrants that any documents, computer disks, printouts, plans, layouts, or other items provided under the Contract Documents, whether by the Vendor or its subcontractors, shall be free from any and all claims, demands, encumbrances, security interests and liens, and that the Vendor shall defend Department's title thereto.

4. PAYMENT TERMS and INVOICING:

A. Payment for items purchased by DelDOT shall be net thirty (30) days from receipt and acceptance of delivered items, and receipt of correct invoice. DelDOT reserves the right to reject upon delivery items not conforming to specifications and/or as bid by the Vendor.

5. BREACHES AND DISPUTE RESOLUTION

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the Secretary of the Delaware Department of Transportation. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Vendor furnishes a written appeal to the Secretary. In connection with any such appeal, the Vendor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Secretary's representative shall be binding upon the Contractor and the Contractor shall abide by the decision (17 Del. C. Section 152).

Performance During Dispute - Unless otherwise directed by DelDOT, Vendor shall continue performance under this Contract while matters in dispute are being resolved.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between DelDOT and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the State of Delaware.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by DelDOT or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

6. **CONTRACT TERMINATION**

A. Termination for Convenience

DELDOT may terminate this contract, in whole or in part, at any time by written notice to the Vendor. The Vendor shall be paid actual verified costs, and profit on product delivered up to the time of termination. The Vendor shall promptly submit its termination claim for payment. If the Vendor has any property in its possession belonging to DelDOT, the Vendor will account for the same and dispose of it in the manner DelDOT directs.

B. Termination for Default

If the Vendor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Vendor fails to perform in the manner called for in the contract, or if the Vendor fails to comply with any other provisions of the contract, DELDOT may terminate this contract for default. Termination shall be effective upon serving a notice of termination on the Vendor setting forth the manner in which the Vendor is in default. The Vendor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined that the Vendor had an excusable reason for not performing, such as a strike, flood, events which are not the fault of or are beyond the control of the Vendor, DelDOT, after setting up a new delivery or performance schedule, may allow the Vendor to continue work, or treat the termination as a termination of convenience.

In the event DelDOT exercises its right of termination for default, and if an amount for liquidated damages is set forth, the Vendor shall be liable to DelDOT for excess costs and, in addition, for liquidated damages in the amount set forth, as fixed, agreed, and liquidated damages for each day of delay, until such time as DelDOT may reasonably obtain delivery or performance of similar supplies or services.

If the contract is so terminated, the Vendor shall continue performance and be liable to DelDOT for such liquidated damages for each day of delay until the supplies are delivered or services performed.

The Vendor shall not be liable for liquidated damages resulting from delays such as acts of God, strikes, fire or flood, and events which are not the fault of, or are beyond the control of the Vendor.

7. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this contract, the Vendor shall not discriminate against any employee or applicant for employment because of race, creed, religion, color, national origin, age, sex or disability. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are tested during their employment without regard to their race, creed, religion, color, national origin, age, sex or disability. Such actions shall include, but not be limited to the following, employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay, or other forms of compensation. The Vendor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

8. INDEMNIFICATION

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and Vendor shall defend such claim, suit or action at Vendor's expense, and Vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in Vendor's reasonable judgment is likely to be, held to constitute an infringing product, Vendor shall at its expense and option either:

- a. Procure the right for the DelDOT to continue using the Product(s);
- b. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- c. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that DelDOT agrees to and accepts in writing.

9. INSURANCE

Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their performance under this contract.

The selected firm(s) must obtain at its own cost and expense and keep in force and effect during the term of the agreement, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State.

- a. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.

- b. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
- c. Professional Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
- d. Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the State to Vendor pursuant to this Agreement as well as all units used by Vendor, regardless of the identity of the registered owner, used by Vendor for completing the Work required by this Agreement to include but not limited to transporting Delaware clients or staff), providing coverage on a primary non-contributory basis with limits of not less than:
 - 1. \$1,000,000 combined single limit each accident, for bodily injury;
 - 2. \$250,000 for property damage to others;
 - 3. \$25,000 per person per accident Uninsured/Underinsured Motorists coverage;
 - 4. \$25,000 per person, \$300,000 per accident PIP benefits if carrying any of our clients or employees; and
 - 5. Comprehensive coverage for all vehicles leased from the State of Delaware Fleet Services which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.

Certificate of Insurance and/or copies of the insurance policies will be requested at time of award.

In no event shall the State of Delaware be named as an additional insured on any policy required under this agreement.

10. MODIFICATION TO CONTRACT

Oral change orders are not permitted. No change in this contract shall be made unless DelDOT gives its prior written approval. Therefore, the Vendor shall be liable for all costs resulting from, and/or satisfactorily correcting any deviation from this specification not properly ordered by written modification to the contract and signed by DelDOT.

Within twenty-five (25) calendar days after receipt of the written change order or requested modification of the contract, the Vendor shall submit to DelDOT a detailed price and schedule proposal for the work to be performed. This proposal shall be accepted or modified by negotiations between the Vendor and DelDOT. Communications in connection with this contract shall be in writing and shall be delivered personally or by verified email, fax, or by regular mail addressed to DelDOT at 800 Bay Rd, Dover, DE 19904 to the contact designated to receive such communications.

11. PROHIBITED INTEREST

No member, officer, or employee of DelDOT or of a local public body during his/her tenure or two years thereafter shall have any interest, direct or indirect, in this contract or the proceeds.

12. RECORD RETENTION

The Vendor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Vendor agrees to maintain same until DelDOT or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions

related thereto. The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

13. RESPONSIBILITY

The Vendor shall assume responsibility for all material and accessories used in each deliverable item offered, whether the same are made by the Vendor or purchased ready-made from an outside source.

The product furnished must be of the first quality per Warranty.

Notwithstanding the provision of technical specifications, or other data by DelDOT, the Vendor shall have the responsibility of supplying all parts and details required to make the deliverable complete and ready for use even though such details may not be specifically mentioned in the specification.

In the event of any deviation between the descriptions of the bid item(s) in the Request for Proposal Scope of Work, and other parts of this document, the Scope of Work shall govern.

14. STATE OF DELAWARE BUSINESS LICENSE AND COMPLIANCE WITH THE LAWS

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 Del. C. § 2502.

Prior to receiving an award, the successful vendor shall either furnish the State of Delaware with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject vendor to applicable fines and/or interest penalties.

15. CLOUD AND EXTERNAL HOSTING

Vendor shall be responsible for complying with the Terms and Conditions for Cloud Providers and External Hosting Terms and Conditions listed in:

- [Terms and Conditions Governing Cloud Services](#)
- [Delaware Cloud Services Terms and Conditions Agreement](#)
- [Terms and Conditions Governing State Data Usage](#)
- [Delaware Data Usage Terms and Conditions Agreement](#)

[Click here for a complete listing of technology Standards and Policies](#)

16. SECURITY

As computer, network, and information security are of paramount concern, DelDOT wants to ensure that computer/network hardware and software does not compromise the security of its IT infrastructure. Vendor's system shall meet or exceed the requirements of the most recent version of the State of Delaware Information Security Policy (SE-ESP-001), obtained from <https://dti.delaware.gov/technology-services/standards-and-policies/>.

It shall be the duty of the Vendor to assure that all products of its effort do not cause, directly or indirectly, any unauthorized acquisition of data that compromises the security, confidentiality, or integrity of information maintained by DelDOT. Vendor's agreement shall not limit or modify liability for information security breaches, and Vendor shall indemnify and hold harmless the State, its agents and employees, from any and all liability, suits, actions or claims, together with all reasonable costs and expenses (including attorneys' fees) arising out of such breaches. In addition to all rights and remedies available to DelDOT in law or in equity, DelDOT shall have the right to set off from any payment made to Vendor all damages, costs and expenses caused by any information security breaches. To the extent that there is a conflict between this paragraph and the Cyber Liability Addendum (Cyber Responsibilities, Liability and Insurance Attachment), the terms of the Cyber Liability Addendum shall control.

17. OWNERSHIP, SOURCE CODE ESCROW, AND LICENSING

Once the system is deployed, DelDOT shall retain ownership of all test, production, and historical data produced by the proposed system.

In the event that custom software development is required and developed by Vendor specifically and solely for DelDOT (the "Custom Software"), DelDOT shall own the entire rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to the Custom Software development documentation, software, and any other intellectual properties created for custom software and versions thereof, and all works based upon, derived from, or incorporating works thereof, and in and to all income, royalties, damages, claims, and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the custom software and copyrights arising there from, and in and to all rights corresponding to the custom software and versions thereof.

Custom Software developed to enhance existing commercial off the shelf software to conform to minor aspects of the Technical Requirements per the Request for Proposal Scope of Work is not considered as DelDOT-owned per conditions defined herein but must be included in the escrowed source code.

Vendor is to deliver source code in escrow for all Software programs under this Agreement with all support resource files needed to edit, compile and link these programs on the Department's network. The rights of the Department in this respect shall survive for a period of twenty (20) years. The Escrow Agreement must be executed between the Vendor, Department, and Escrow Company prior to issuance of the Notice to Proceed. Escrow account costs are borne by the Department.

Vendor is to deliver all documentation concerning protocol for Custom Software, source code, program listings, and description of software infrastructure, system architecture, database design,

procedure manuals, hardware utilization, and instructions necessary to convert the source code into an operational system such that upon the failure or demise of the Vendor or Vendor's partners, the Department has access to such information limited in use only by the scope of this contract.

Vendor shall transfer to, or purchase for the Department, licenses for software acquired in conjunction with this project, including all original media, documentation, warranties, licenses, and applications software.

18. SUSPENSION OF WORK

DELDOT may suspend performance by the vendor under this Agreement for such period of time as DELDOT, at its sole discretion, may prescribe by providing written notice to the vendor at least thirty (30) working days prior to the date on which DELDOT wishes to suspend; however, for six (6) months after the effective date of this Agreement, DELDOT may suspend performance by the vendor under this Agreement upon forty-eight (48) hours' notice. DELDOT shall not be liable for any additional costs occasioned as a result of such suspension of performance by DELDOT. The vendor shall not perform further work under this Agreement after the effective date of suspension until receipt of written notice from DELDOT to resume performance.

19. APPLICABLE LAW

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware. Vendor shall comply with all federal, state and local laws applicable to its activities and obligations.

If Vendor fails to comply, DelDOT reserves the right to terminate the contract or consider the vendor in default.

The Vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

20. PRECEDENCE OF DOCUMENTS

In the event of inconsistency or conflict between or among the provisions of this RFP and the provisions of the documents incorporated into this RFP as references, Exhibits and Appendices, RFP DOT201918-CRASHDATA shall take precedence. Any conflict shall be resolved by reference to the Contract in the following order:

- First: This RFP # **DOT201918-CRASHDATA**
- Second: State of Delaware Technology Standards, per <http://dti.delaware.gov/information/standards-policies.shtml>
- Third: Cloud and External Hosting Standards:
 - o [Terms and Conditions Governing Cloud Services](#)
 - o [Delaware Cloud Services Terms and Conditions Agreement](#)
 - o [Terms and Conditions Governing State Data Usage](#)
 - o [Delaware Data Usage Terms and Conditions Agreement](#)
- Fourth: Technical Requirements per RFP Scope of Work
- Fifth: Vendor's RFP Response(s), including responses to questions.

Appendix C - CERTIFICATION FORMS

The following completed forms are required to be returned with each proposal:

- Certification of Eligibility
- Certificate of Non-Collusion
- Certification of Primary Participant Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification of Restrictions on Lobbying

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Proposal 1918F – Crash Data and Analysis Application

We have read Request for Proposal number 1918F and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General’s Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

_____ Signature of the Bidder or Offeror’s Authorized Official

_____ Name and Title of the Bidder or Offeror’s Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

Notary Public

My commission expires: _____ / _____ / 20____
Month Day Year

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

_____ Signature of the Bidder or Offeror’s Authorized Official

_____ Name and Title of the Bidder or Offeror’s Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

Notary Public

My commission expires: _____ / _____ / 20__
Month Day Year

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the primary participant (applicant for an FTA grant or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq., are applicable thereto.

Signature of the Bidder or Offeror's Authorized Official

Name and Title of the Bidder or Offeror's Authorized Official

Date

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The Bidder or Offeror certifies, to the best of its knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).

- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE BIDDER OR OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

_____ Signature of the Bidder or Offeror's Authorized Official

_____ Name and Title of the Bidder or Offeror's Authorized Official

_____ Date

Appendix D - Sample Bid Table

RFP 1918F

Attachment 3 - Estimated Costs

Based on the information provided in your proposal, complete this spreadsheet estimating a non-binding cost required to complete the proposed crash data reporting and analysis application. Please show estimated costs for the following:

Proposer: _____

Date: _____

Project and Software Cost

Item #	Item/Service	Estimated Cost	Invoiced*
1	Licensing		
2	Offsite or Cloudbased Hosting		
3	In-house Hosting		
4	System Implementation		
5	Project Management		
6	External tools/software		
7	Maintenance		
8	Other anticipated costs		
9	Post Implementation Support		

* Enter Method of Invoicing:
 Annually;
 Milestone;
 Lump Sum;
 n/a;
 (other)

TOTAL ESTIMATE: \$0

NOTE: This form must be completed without modification, and include ALL estimated costs for project completion. Additionally, the 'Optional' TAB may also be used to show total costs using a layout that can be modified.

INFORMATION ONLY

