



January 9, 2013

TO: ALL OFFERORS

FROM: JOSEPH MARTINI  
PROGRAM MANAGER

SUBJECT: ADDENDUM TO CONTRACT NO. NAT13102-AIR\_QUALITY  
EMISSIONS INFORMATION EXCHANGE PROJECT

### **ADDENDUM #1**

The following are the vendor questions and answers for the Emissions Information Exchange Project contract solicitation.

**Q1. Does Delaware intend to issue a Time and Materials or Fixed Price contract? If the latter, will there be a fixed price per phase?**

*A1. This will be a Fixed Price contract. Cost needs to be detailed per phase. Each phase represents a fixed price per phase.*

**Q2. On Page 4 the statement is made: *If any service, product or deliverable furnished by a contractor(s) does not conform to state policies, standards or general practices, the contractor(s) shall, at its expense and obtain either (1) replace it with a conforming a conforming equivalent or (2) modify it to conform to State policies, standards or general practices. Where are State policies, standards, and general practices defined?***

*A2. The state policies and standards referenced are Page 4 are detailed in Attachment 10. Referenced within Attachment 10, is a link to the policies and standards promulgated by the Department of Technology and Information (DTI). The link is:  
<http://dti.delaware.gov/information/standards-policies.shtml>*

**Q3. On Page 7 the statement is made: *Solution Design Estimate – This deliverable shall contain at a minimum detailed estimates of time and cost, by component of the anticipated solution, for the completion of the Solution Design Phase (Phase 3) and an adjusted rough order of magnitude (ROM) estimate for remaining phases (Phases 4-8).***

**On Page 9 the statement is made: *DAQ requires that bidding vendors provide separate pricing for each project phase to be completed. The pricing format should include an hourly charge(s) for different personnel assets to complete each project, the expected hourly time(s) to complete each phase, and an approximate aggregate cost associated with each project phase. DAQ will reserve the right to modify the steps necessary to complete each phase, subject to negotiation with the Vendor.***

**There appears to be an inconsistency between the two statements. On the one hand the bidder is asked to provide a cost for each phase in the proposal, and on the other hand the successful contractor will develop an approximate cost for each phase as part of Phase.**

**Please explain**

**A3. *The successful bidder must provide a cost for each phase of the proposal. The statement on Page 7 is revised to: Solution Design Estimate – This deliverable shall contain at a minimum detailed estimates of time and cost, by component of the anticipated solution, for the completion of the Solution Design Phase (Phase 3).***

**Q4. On Page 27 section E.3 Production Environment Requirements makes the following statement: *The State of Delaware requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by at least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.***

**Because this contract is to develop software solutions, the product to be developed does not exist. Please explain.**

**A4. It is true that the product does not exist. However, the product being developed should use software, hardware etc. meeting this standard.**

**Q5. On Page 40 the statement is made: *The Vendor is required to submit the necessary Architecture Review Board (ARB) templates as part of their proposal.***

**Since the RFP does not ask for a technical approach, can this be submitted after award?**

**A5. *The RFP expects you to provide the technical approach and hence the ARB templates should be part of the response.***

**Q6. With respect to the T&Cs and SOWs in the Cloud Policy, are the description and processes (e.g., T&C 7, SOW 4, 8, 16) to be included in the proposal or provided upon award?**

**A6. *Should be included in the proposal***

**Q7. On Page 6, Phase 7 calls for follow-up support and training on an “as-needed” basis...**

**Is this support to be provided 24/7 or only during working hours. Does the State have an estimate for the level-of-effort involved?**

*A7. The support only needs to be provided during working hours. At this time, the State cannot determine level-of-effort involved.*

**Q8. Page 5, Phase 1, Item 1 refers to the Technology Business Case document included as Attachment 10.. The Technology Business Case document is not included in the RFP. Can it be provided?**

*A8. The Technology Business Case is provided as Attachment A to this Addendum.*

**Q9. Is the application expected to be developed using this ERT tool? Or does it just have to be integrated with the ERT Tool in addition to the other applications that have been mentioned?**

*A9. The application needs to be integrated with the ERT tool.*

**Q10. It is mentioned that the contractor would need to provide at least 2 options for long term storage - and they have specified 2 options in the RFP. Questions are:**

**a. Would we need to cost both these options out so that the Client can make a decision?**

**b. Do we need to provide options for long term storage in addition to the 2 that they have specified?**

*A10a. Yes, the vendor needs to cost both options so that the Client can make a decision.*

*A10b. The vendor may propose alternative options, but it is not required.*

**Q11. Business Case Analysis Phase is Support Only - what does this mean?**

*A11. The Business Case has already been submitted and approved by DTI. The expectation is that the vendor will review, become familiar, and produce a product that fully supports the business case.*

**Q12. The RFP states a constraint restricting work done on this project to within the United States; however it doesn't mention anything about onsite/offsite expectations. It would be good to clarify these expectations if any, since it would impact the cost estimates as well as resources that are considered on the project.**

*A12. The expectation is that the vendor is available to meet with the Client as the product is being developed. Video conferencing represents an acceptable means of meeting. Further, training plans need to include approach and method to interact with trainees.*

**Q13. Please provide the technologies being used on any systems that this customized system will be interfacing with (Server OS, Middleware technology, Database Technology, & Desktop/Client software standards)**

*A13. Server OS – Windows 2008; Database technology – SQL Server 2008; Desktop – Windows 7; all our applications are developed in ASP. NET*

**Q14. Are there any technologies that are not preferred?**

*A14. Java, Oracle; SilverLight.*

**Q15. What are the specific “Value Added” or “Gate Keeping” function- not now provided by EPA- intended to be secured through the program described?**

*A15. The value added function that is not now provided by EPA is: (1) The application that is developed will allow States a holding area for all data submitted through the ERT. This will allow States opportunity to quality control the information prior to submittal to EPA. (2) The application will support enhanced data mining. This will allow end-users opportunity to obtain information for application-specific activities.*

**Q16. Which technology will be preferred for development?**

*A16. SQL Server 2008 and ASP.NET*

**Q17. How many man hours will be required for this work?**

*A17. The vendor will need to provide this information per their reply to this RFP. Specific scoring criteria are provided on Page 19 of the RFP.*

**Q18. What is the work location?**

*A. 18. The project will be managed through the DNREC New Castle, Delaware Office; however, project partners are located in Pennsylvania, D.C, and Maryland. The client expects that the vendor will be available for meetings and to provide technical support. Video conferencing is a possible means to participate in meetings.*

**Q19. Who will provide the project manager?**

*A19. The vendor will need to provide a project manager to manage vendor activity. Joseph M. Martini will manage the Client activity.*

**Q20. How much database size for the ERT application and how much data will be pulled in a single time?**

*A20. The range is 75kb to 53mb. That is not to say that they could be larger.*

**Q21. Is there any budget constraint?**

*A21. There are currently no budget constraints at this time. DAQ will reserve sole right to halt or delay work for any and all phases subject to personnel and financial constraints, including non-appropriation. If DAQ opts to suspend or stop work on the project, the agency shall provide not less than twenty (20) days notice to the vendor. The Vendor shall be paid for any work satisfactorily completed per the Termination for Convenience clause identified within the contract solicitation. Scoring criteria are provided on Page 19 of this RFP.*

**Q22. Is there an information technology services vendor currently under contract to DNREC working on the EIEX Project or related initiatives? If so, could you please identify the vendor?**

*A22.No*

**Q23. Is the EIEX Project being funded in whole or in part with Federal money? If so, what amount?**

*A23. The EIEX Project is being funded solely through Federal money.*

**Q24. What is DNREC’s budget for the EIEX Project?**

*A24. There are currently no budget constraints at this time. DAQ will reserve sole right to halt or delay work for any and all phases subject to personnel and financial constraints, including non-appropriation. If DAQ opts to suspend or stop work on the project, the agency shall provide not less than twenty (20) days notice to the vendor. The Vendor shall be paid for any work*

*satisfactorily completed per the Termination for Convenience clause identified within the contract solicitation. Scoring criteria are provided on Page 19 of this RFP.*

**Q25. Section: 2; Paragraph: 3; Page: 2**

**Text of passage being questioned: “The team (EPA, DEDAQ, DDOE, PADEP, and MARAMA) will develop an electronic flow of source testing data for use with the permitted sources within its jurisdiction.” Is it DNREC’s intention that the EIEX developed in response to this RFP will be built for users in DDOE, PADEP, and MARAMA, in addition to DEDAQ to receive, review, report, and transmit emissions data from sources within their own jurisdictions?**

*A25. Correct*

**Q26. Does the term “project partners” refer to EPA, DEDAQ, DDOE, PADEP, and MARAMA?**

*A26. Correct*

**Q27. Section: 2; Paragraph: 5; Page: 5**

**Text of passage being questioned: “Phase 1: Technology Business Case (Documentation Review)**

**Review the Technology Business Case document that was completed for the business process that was identified in this RFP and make any additions or modifications to the document for the best way to develop the EIEX application. The document is included as Attachment 10.”**

**Question: Attachment 10 appears to document Delaware DTI standards. It does not contain specifics on “business processes...identified in this RFP”, and does not reference the EIEX application. Is the scope of Phase 1 to review and make “additions or modifications” to DTI standards? Or is there another document that contains the “Technology Business Case” for EIEX that must be reviewed in Phase 1?**

*A27. The Technology Business Case has been approved by Delaware’s DTI. The scope of Phase 1 is to review, understand, and develop a product that is aligned to the Technology Business Case.*

**Q28. Section: 2; Paragraph: 6; Page: 5**

**Text of passage being questioned: “Phase 2: Solution Requirement Analysis  
1. Conduct a walk-through analysis of the current operation of each of the team’s processes used to exchange, review, and store source-testing data.”**

**Question: According to page 2, “the team” consists of EPA, DDOE, PADEP, and MARAMA in addition to DEDAQ. Please explain what you anticipate a “walk-through analysis” to entail. Will it involve personal meetings with each of those other agencies to examine their relevant business processes?**

*A28. The vendor must propose a solution. Personal meetings, video conferencing, or other means are acceptable tools, provided that the method chosen provides the vendor sufficient information to understand each team member’s current processes.*

**Q29. Section: 2; Paragraph: 6; Page: 5**

**Text of passage being questioned: “Phase 2: Solution Requirement Analysis  
1. Conduct a walk-through analysis of the current operation of each of the team’s processes used to exchange, review, and store source-testing data.”**

**Has DEDAQ identified the subject matter experts in each of the participating agencies – EPA, DDOE, PADEP, and MARAMA? And has DEDAQ secured commitments from each**

of the agencies to participate in the EIEX Project investigations in accordance with the selected vendor's project schedule?

A29. *Yes, subject-matter experts have been identified, and commitments have been secured.*

**Q30. Text of passage being questioned: "Phase 2: Solution Requirement Analysis  
11. Identify disaster recovery and high availability standards as mandated by exiting team Department's standards for business continuity purposes."**

**Question: Please explain "exiting team". Also please provide the referenced "mandate" and any other mandates that the selected vendor will be required to submit to.**

A30. *The bottom line is you need to identify any DR methodology and mechanisms for high availability of the system.*

**Q31. Section: 2; Paragraph: 7; Page: 5**

**Text of passage being questioned: "Phase 3: Solution Design and Prototype**

**2. Define detailed document storage parameters."**

**Question: Does DNREC currently have an electronic document management system in operation? If so, is it a Department standard, and does DNREC require its use for EIEX?**

A31. *The Department does have an electronic document management system called Docfinity whose vendor is Optical Imaging Technology. This is not a Department standard requiring its use for EIEX.*

**Q32. Section: 2; Paragraph: 7; Page: 5**

**Text of passage being questioned: "Phase 3: Solution Design and Prototype**

**5. Develop "first-draft" user and systems administration guides per standards."**

**Question: May we please have a copy of these standards?**

A32. *There are no standards at this time.*

**Q33. Section: 2; Paragraph: 1; Page: 6**

**Text of passage being questioned: "Phase 4: Construct EIEX Solution**

**7. Provide opportunity for other Exchange Network Partners to use the Exchange Network (EN) Browser to discover / use the emissions data."**

**Question: Is EN the same as EIEX or CDX? Who are the Exchange Network Partners?**

**Are these Partners included in the requirements-gathering walkthroughs and investigations that will occur in Phase 2? If not, can we be assured that the functionality required by these Partners will be in complete alignment with the requirements developed in Phase 2?**

A33. *Yes, for this document, EN partners are the same as the EIEX. The CDX is the Central Data Exchange that is supported and owned by the EPA. There are many users of the CDX, including this EIEX team. The identified Exchange Network Partners for this project include: EPA, DEDAQ, DDOE, PADEP, MARAMA, Source Testing Facilities, Public/private sector interested in source testing data.*

**Q34. Section: 2; Paragraph: 2; Page: 6**

**Text of passage being questioned: "Phase 5: Testing and Implementation"**

**2. Perform data conversion and data clean-up (if applicable)."**

**Question: Will selected vendor be required to convert data from some other source into the new EIEX once it is developed? What is the source, format, and structure of that data? Is it owned by and in possession of DNREC? Will data from other "team" agencies (EPA, DDOE, PADEP, and MARAMA) also be included? If so, what are the**

**sources, formats, and structures of those data sets? Also, what “clean-up” will the selected vendor be required to perform?**

*A34. The selected vendor will need to develop an approach that offers enhanced capability for sources that are under the jurisdiction of the EIEX agencies to format source-testing data to a format compatible to populate the ERT. The ERT application can be found at: <http://www.epa.gov/ttnchie1/ert/index.html>.*

*DNREC is not owner of this format; rather, EPA is the format owner. Stack-testing data generated from sources located in PA, DC, and DE will be using this process.*

*The ERT provides some general QA checks for submitted data. This automated checking helps to minimize errors in data that are submitted to the CDX. The “clean-up” that is being referenced refers to the functionality of the ERT (which is owned by the EPA) and the process developed by the vendor to minimize errors as data is populating the ERT.*

**Q35. Section: 2; Paragraph: 3; Page: 6**

**Text of passage being questioned: “Phase 6 Training  
2. Train users, operations staff and technical support.”**

**Question: Will the selected vendor be required to train staff in each of the “team” agencies (EPA, DDOE, PADEP, and MARAMA)? If so, are there any specific requirements in terms of the number of training sessions, venues, methods, or media?**

*A35. Yes, the team agencies will need training. Additionally, sources that will be using this application and reside in DC, PA, or DE will also need training.*

*We would like the vendor to suggest their approach to this training. Some elements that we believe useful include: ability for team members to have access to an on-line and on-demand training activity, offering of one classroom style training event, development of a reference guide, etc.*

**Q36. Section: 2; Paragraph: 1; Page: 2**

**Text of passage being questioned: “Files submitted to EPA through the Compliance and Emissions Data Reporting Interface (CEDRI) of CDX includes a Cross-Media Electronic Reporting Regulation (CROMERR) compliant signature of the designated facility representative, and the date and time of all submissions”**

**Question: Does DNREC have a CROMERR compliant application implemented? If so, will it be available for integration with EIEX?**

*A36. Yes, DNREC does have a CROMERR module and this can be made available for integration.*

**Q37. Section: 2; Paragraph: 4; Page: 4**

**Text of passage being questioned: “Further provisions as required by the State of Delaware are included as Attachment 11.”**

**Question: Please provide a copy of Attachment 11, as it was not included in the RFP document.**

*A37. Reference to Attachment 11 is incorrect. The correct statement is as follows: Further provisions as required by the State of Delaware are included as Attachment 10.*

**Q38. Section: Attachment 10; Paragraph: 7; Page: 39**

**Text of passage being questioned: The Vendor is required to submit the necessary Architecture Review Board (ARB) templates as part of their proposal.**

**Question: May we have copies of these templates?**

*A38. Yes. See attached*

**Q39. This request for proposals (“RFP”) is issued pursuant to 29 Del. C. §§ 6981 and 6982.” The references are to “large” professional service procurements as contrasted with “small” in paragraph 6980. What is the current threshold amount established by the Contracting and Purchasing Advisory Council pursuant to paragraph 6913?**

*A39. Per the Small Purchase Procedures and Thresholds posted at:*

*<http://gss.omb.delaware.gov/contracting/spp.shtml>, small professional services are less than \$50,000.*

**Q40. Is this a correct synopsis of the DNREC/DAQ goals: To develop a staging area that will be used by facilities/source testers and regulatory agencies to exchange ERT files as the content progresses from draft test plan to final test results and report and to extract emissions and process data and information from the final PDS submitted to WebFIRE and use that data to populate other databases (e.g., PSIMS)?**

*A40. Yes, that is a correct synopsis.*

**Q41. To what data or information does “electronic quality assurance” refer?**

*A41. This refers to stack-testing data that is submitted by the source to the ERT.*

**Q42. “This application will provide electronic quality assurance, calculation and report formatting capabilities to its users.” Is this different than the test report quality rating system in ERT?**

*A42. No*

**Q43. “This application will provide electronic quality assurance, calculation and report formatting capabilities to its users.” What types of “calculations” are anticipated?**

*A43. We do not envision this project providing modifications to the quality checks that are currently being performed by the ERT. What we would like is for the vendor to develop improved processes for sources to populate the ERT with the results of the test data such that data entry errors are minimized. We prefer to see the vendor develop processes that reduce the need to manually enter data.*

**Q44. Does a version of EIEX currently exist? If a current version of EIEX exists, is it possible to download a copy?**

*A44. This does not exist.*

**Q45. 3. Application of EPA’s CDX and WebFire server to receive ERT test reports through a single centralized access point.” How is this design element different than what EPA is currently doing with CEDRI/CDX/WebFIRE?**

*A45. The design element allows for one additional Node. This will serve as a staging area for data to be housed prior to submittal to the CDX. The purpose of this is to allow agencies opportunity to review and quality control source testing data submitted through the ERT and to create a searchable dataset that can be used by the team.*

**Q46. Does the term “Regulatory Agency” refer to project stakeholders 1 through 5 specified on p. 2?**

*A46. Correct*



**Q47. What is meant by “tracking information” (e.g., name of facility, date/time of transmittal, from/to names and organizations, purpose of transmittal)?**

*A47. The term “tracking information” is used to describe data that will be used for performance measures. For example, the length of time required to review submitted data, the time/date that data were submitted by the facility.*

**Q48. 2. Develop a dataset and queries that can be used by all project partners to search and extract information to Excel format.” For this item, is the dataset developed by extracting data/information of interest from the ERT PDS?**

*A48. Correct*

**Q49. How is this template different than the ERT upload spreadsheet currently available on the EPA/ERT web page?**

*A49. The template is similar, but needs to be enhanced to offer more capability to meet the needs of the source companies. For example, the spreadsheet needs to offer a more flexible structure.*

**Q50. Develop an approach to transfer information contained in the PDS to the PADEP Pennsylvania Source Test Information Management System (PSIMS).” Does this requirement mean that data/information of interest in the ERT PDS will be extracted and populated in the PSIMS?**

*A50. Correct*

**Q51. Does DNREC/DAQ have a timeline in mind for completion of each phase?**

*A51. No; however, the project would need to be completed in about 1 year.*

**Q52. Does “emissions data” refer to the ERT PDS or a subset of data extracted from the PDS?**

*A52. Emissions data refers to the ERT PDS.*

**Q53. Is the “User’s Manual” different than the “End User and Operations Documentation” specified on p. 8, no. 11?**

*A53. No*

**Q54. Is the training to be provided on-line or in person?**

*A54. We would like the vendor to suggest their approach to this training. Some elements that we believe useful include: ability for team members to have access to an on-line and on-demand training activity, offering of one classroom style training event, development of a reference guide, etc.*

**Q55. 6. Solution Design Estimate – This deliverable shall contain at a minimum detailed estimates of time and cost, by component of the anticipated solution...” Can you clarify the intent of this requirement? How does this requirement differ from the requirements stated under “Pricing and Timeline” (p. 9)? Also, is there an approximate estimate of the level of resources available for this project?**

*Q55. The successful bidder must provide a cost for each phase of the proposal. The statement on Page 7 is revised to: Solution Design Estimate – This deliverable shall contain at a minimum detailed estimates of time and cost, by component of the anticipated solution, for the completion of the Solution Design Phase (Phase 3).*

**Q56. Is the “End User and Operations Documentation” the same as the “user and systems administration guides” specified on p. 5, Phase 3, no. 5?**

*A56. No, the “End User and Operations Documentation” represents a detailed SOP guide for product use. The “User and Systems Administration Guides” would contain specific architecture information for the application.*

**Q57. “DAQ requires that bidding vendors provide separate pricing for each project phase to be completed. The pricing format should include an hourly charge(s) for different personnel assets to complete each project, the expected hourly time(s) to complete each phase, and an approximate aggregate cost associated with each project phase.” The pricing instructions appear to call for a Time & Materials type proposal/contract, where the contractor will charge fully-burdened hourly rates for hours incurred and will be reimbursed for non-labor costs, as necessary. Is the intent to create this type of contract (with a “not to exceed” ceiling)? If not, then what? Will invoicing be done on a monthly/periodic basis or only upon completion of each task?**

*A57. The proposal seeks to understand how a vendor anticipates being compensated for their work on the project. The Division of Air Quality (DAQ) anticipates paying hourly rates for work satisfactory completed and the agency anticipates limited non-labor costs. If a vendor anticipates regular non-labor charges, the vendor shall supply a list of costs within their proposal so the agency has some level of transparency in its evaluation. At this time, the agency has not determined if a ‘not to exceed ceiling’ will be placed on any phase of the contract, or the contract in its entirety. Instead, final determination of anticipated contract costs and vendor reimbursements rates will be subject to negotiations with individual vendors, and the timing of payments will also be negotiated with vendors being considered for an award.*

**Q58. “Pursuant to 29 Del. C. § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.” The RFP appears to call for a project that is accomplished in sequential tasks. If multiple awards are made, what is the envisioned assignment of work to each contractor?**

*A58. The State of Delaware reserves the right to award to more than one vendor to maintain maximum flexibility in the contracting process. As a new contract for the DAQ, some vendors may be more capable at different phases than another, and the DAQ will retain the right to separately award phases as it deems appropriate. Since no final determination has been made that DAQ will select this multiple award option, it is inappropriate for DAQ to guess what a final award structure will envision or how tasks might be separated between vendors.*

**Q59. Should the cost estimate for the RFP be prepared for one or five years?**

*A59. We would like to have the project completed in one year with an additional year for post implementation support on an “as-needed” basis.*

**Q60. “Vendors may not release any information about this RFP. The State of Delaware reserves the right to pre-approve any news or advertising releases concerning this RFP, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this RFP or resulting contract shall require the prior express written permission of the State of Delaware.” While not specifically a “news or advertising release”, Contractors routinely provide Past Performance information about existing contracts as references in their proposals to obtain new work. Would a contractor need to obtain the State’s permission each and every time for this frequent ongoing activity, or would Past Performance summary information be exempted?**

A60. If a vendor(s) is awarded a contract, the vendor may reference such award on individual requests for past performance, or on requests for business or project references, including other bid submissions. These other individual requests may be completed without pre-approval by the State of Delaware. The vendor may NOT announce or otherwise broadcast the award on their website, in advertisements, in trade publications, in press releases, or in any other public or private format or forum without the express written consent of the State of Delaware.

**Q61. Will utilization of a MWBE be considered in evaluation of this proposal? Are there any subcontracting goals the Agency would like contractors to achieve? None were specified in Title 29, Chapter 69, Subchapter VI, paragraphs 6981 and 6982.**

A61. There is no requirement by a vendor to utilize MWBE firms in their proposal or work to be completed, and MWBE utilization will not be included in the evaluation of a vendor proposal. The DAQ encourages all firms to participate in the contracting process, but has not established any MWBE goals for award or subcontracting opportunities.

**Q62. Page 5 – Engagement approach: The description of the engagement seems to indicate that the project will be managed with a Waterfall project management approach, where documentation and planning is completed prior to other phases. Is the state of Delaware open to management of the engagement and development of this application using Agile methods and practices?**

A62. There is no objection to using Agile.

**Q63. General questions related to the RFP**

- a. What technology stack, other than Word and Excel, is being used?
  - i. Exchange? *MS Exchange* Yes
  - ii. SOAP/web services? Yes
  - iii. SQL? Yes; 2008
  - iv. Other? *ASP.NET*
- b. Is there an architecture diagram that shows the different components being used today? *No*
- c. There is workflow in the process today; *Not for the ERT data*
  - i. How are these workflow rules being enforced now?
  - ii. Is there existing automation around this?
- d. Are there quality goals/constraints around the new solution? Such as:
  - i. Performance? *High*
  - ii. Reliability? *High*
  - iii. Availability? *High*

A63. See answers against each item

**Q64. What technologies/platforms are desired to be used for the application? Examples are; Microsoft SQL Server, .NET, Java, Oracle , Oracle Data Modeler, SQL Server Analysis Services, SQL Server Integration Services, SQL Server Reporting Services, Cognos, Crystal Reports, JReport, Report Builder, SharePoint, Visual Studio**

A64. Microsoft SQL Server, .NET, SQL Server Analysis Services, SQL Server Integration Services, SQL Server Reporting Services, SharePoint, Visual Studio

**Q65. What is the Central Data Exchange (CDX) based on (see page 1 of RFP)? IBM, Microsoft, Oracle, HP?**

A65. Compatible to Microsoft and Oracle

**Q66. What is your current data repository system (i.e. Oracle, SQL Server, etc.)?**

A66. SQL Server

**Q67. What is the format of PDS file mentioned on page 2? XML, Text, Custom, etc.?**

A67. The format of the file is: PDS MS Access database that is 2007 version. The PDS generates an XLM tagged file.

**Q68. What kind of software and application has EPA used to prepare the dataset mentioned on page 2 of the RFP?**

A68. The ERT is written in MS Access

**Q69. Is the ERT a proprietary reporting tool? What is ERT written in? Microsoft SQL Reporting Services (SSRS), Crystal Reports, JReport, etc.?**

A69. The ERT has been developed by EPA. The software is written in MS Access.

**Q70. Of the seven stakeholders listed**

- a. Environmental Protection Agency (EPA)
- b. Delaware Division of Air Quality (DEDAQ)
- c. District Department of Environment (DDOE)
- d. Pennsylvania Department of Environmental Protection Bureau of Air Quality (PADEP)
- e. Mid-Atlantic Regional Air Management Association (MARAMA)
- f. Source testing facilities
- g. Public/private sector interested in source testing data.

**Is there any direct integration with any of their system other than the delivery of reports or data?**

A70. No

**Q71. Will the contractor be managing this project and directing the work? Or is the Government project manager managing the work?**

A71. The contractor will be working with the Government project manager to manager and direct this work.

**Q72. We understand that each Regulatory Agency will utilize the Emissions Information Exchange software and staging location in order to move the electronic data sets (PDS) between the Source or Testing Company, the Agency and EPA CDX. Does DNREC intend for the Emissions Information Exchange Project to parse the detailed data from the PDS and load this information as fielded data into any system as a part of the scope of services requested in this RFP? Or is the intent for Regulatory Agency users to continue to use the EPA provided ERT in order to view the data and perform their review, meaning the PDS will remain in its native format while stored in the Emissions Information Exchange staging location?**

Q72. The PDS will remain in its native format while in the Emissions Information Exchange staging location provided that this format allows selected vendor to develop an application for users to search and retrieve information.

**Q73. Text of passage being questioned: "Develop an approach to transfer information contained in the PDS to the PADEP Pennsylvania Source Test Information Management System (PSIMS). This customization will allow PSIMS to create work items from the data extracted."**

**Question: Can you confirm that the intent of the phrase “Develop an approach” refers to the authoring of an analysis/plan that describes and recommends an approach in order to allow the data to be extracted from the PDS? In other words, we understand this requirement to refer to this analysis/plan and that the actual development of the software to extract the data from the PDS and load the extracted data into PSIMS is not in the expected scope of the services being requested**

*A73. Correct*

**Q74. Section II, Paragraph 1 of Page 1:”...is seeking professional services to develop an application to report, transfer, and share emissions data collected between sources and state agencies...”**

- a. Can you provide more detail about the type of data that is reference? Specifically, where does the data come from (other agencies, testing equipment, servers, etc.)? Is the data format standard among all sources (excel, binary, text, etc.)?**

*A74. The data this is collected comes for sources within the jurisdiction of each agency that are required to perform stack sampling. There are many different stack-testing methods, each specific to a particular pollutant of interest. Some of the data transmits directly from equipment; other information is obtained through a laboratory report. Regrettably, there is no standard method for reporting this information.*

**Q75. Please provide the technologies being used on any systems that this customized system will be interfacing with (Server OS, Middleware technology, Database Technology, & Desktop/Client software standards).**

*A75. Refer to answer for Q13.*

**Q76. Are there any technologies that are not reference?**

*A76. Java, Oracle; SilverLight*

**Q77. Which technology will be preferred for development?**

*A77. SQL Server 2008 and ASP.NET*

**Q78. How many men hours will be required for the work?**

*A78. The vendor, through the proposal process will need to answer this question.*

**Attachment A: DTI Business Case**

**Technology Investment  
Management System**

**DTI: Business Case Tool**

**Technology Business  
Case**

**BC Number: 20101542\_01\_02**

**Agency / APU / IPU: 40-09-00-00-00 DNREC-Air and Waste Management**

**Project Name: Emissions Information Exchange System**

**BC/ROM Status: Draft**

**Project Description: Emissions Information Exchange System will be an application designed to report, transfer and share emissions data collected between sources and State Agencies using the Electronic Reporting Tool (ERT) or similar system using the Central Data Exchange (CDX)**

**Executive Sponsor:**

**First Name: Ali**

**Last Name: Mirzakhali**

**Email Address: [ali.mirzakhali@state.de.us](mailto:ali.mirzakhali@state.de.us)**

**Project Manager:**

**First Name: Joseph**

**Last Name: Martini**

**Email Address: [joseph.martini@state.de.us](mailto:joseph.martini@state.de.us)**

**Agency Contact:**

**First Name: Joseph**

**Last Name: Martini**

**Email Address: [joseph.martini@state.de.us](mailto:joseph.martini@state.de.us)**

**Additional Agency**

**Contact:**

**First Name: N V Last Name: Raman**

**Email Address: [nv.raman@state.de.us](mailto:nv.raman@state.de.us)**

**1. Are the planning and development costs associated with the project anticipated to exceed \$300,000? Yes**

**2. Will this project result in a budget request for new funding? Yes**

**3. Is there a high risk associated with the completion of this project? No**

**Please consider risk factors such as:**

**i. An aggressive time frame for completion**

**ii. The experience level of project manager**

**iii. The classification of the data**

**iv. Will this result in a radical business change for the agency(s)**

**v. Past experience with the chosen technology**

4. Will other agencies be impacted as a result of this project? No
5. Will DTI resources be utilized for this project? No

### **Project Scope**

**Project Description:** Summarize the project. Include the business needs associated with the project, measurable accomplishments to be achieved and the expected benefits for the stakeholders. The Emissions Information Exchange (EIEX) will be an application designed to report, transfer, and share emissions data collected between sources and state agencies using the Electronic Reporting Tool (ERT), or similar system using the Central Data Exchange (CDX). Consistent with the goals and objectives of the National Environmental Exchange Network Grant Program, DAQ envisions that the EIEX will:

- Provide a unified electronic flow of source testing data, where states can receive, review, store, search, and retrieve source test reports that are submitted electronically.
- Be an efficient use of resources by building off the existing capabilities of USEPA's Electronic Reporting Tool, ERT, or similar system, as the primary software tool to perform input source testing data and perform calculations.
- Use EPA's Central Data Exchange (CDX) as a single centralized access point to receive test plans and reports.
- Develop sufficient customization and flexibility to meet project partner's data submittal needs.

The program is a highly results-driven application, involving substantial flow of data and information. The exchange of source testing information is agency specific. After data collection, the wide variability of data exchange methods results in very limited data access for potential users. Often end users, particularly non- agency users, must undertake exhaustive efforts together this information. The resulting datasets are frequently incomplete. Because they require extensive effort to compile, comprehensive information is seldom compiled. Missed opportunities to analyze and use this data result. The proposed EIEX will provide a unified structure and process flow that ensures efficient transfer and exchange of this source testing information. DAQ will stress that the EIEX provide data exchanges that meet customer needs.

The Delaware Division of Air Quality (DAQ) and its partners include state permit and compliance engineers with a long history of experience reviewing stack test protocols, performing oversight of source testing, continuous emissions monitoring (CEMS) and thoroughly reviewing sampling results and reports.

Stack tests, or source tests, are short-term sampling programs of actual emissions for pollutants. This emissions testing is required by regulations and permits to determine capture and/or destruction efficiency of control devices.

CEMS are permanently installed devices which extract and analyze samples of stack gases several times each hour for concentrations of compounds such as nitrogen oxides and sulfur dioxide. When these monitors are combined with flow monitors, emission tonnages can be calculated, and compliance with permit conditions can be determined.

1. Is this project for the development of a new system? Yes

2. Is this project the enhancement of an existing system? No  
If enhancement of an existing system is yes, enter the system name: NA

3. Is this project required as part of a specific Federal, State or other mandate? No

4. If applicable, State or Federal mandated implementation date.

5. How will this project impact other state agencies or local governments? No impact

6. Is this initiative a result of the American Recovery and Reinvestment Act of 2009 (ARRA)? No  
If YES, please enter the name of the grant

#### Project Duration

7. Estimated start date of application development 07/01/2011

8. Estimated final implementation date of the project/deliverables 12/31/2012

9. Estimated date of DTI technical involvement with the project.

#### Architecture Review Board Assessment (ARB)

1. Who is the intended end user of the proposed system?  
Citizens/General Public, Agency internal users

If Other Please specify: EPA

2. How will the end users access the system? End user will use a local copy of the Electronic Reporting Tool to enter the emissions data.

3. Describe how data will flow through the system starting with an entry point through the end user. Data from ERT will be transmitted to EPA's CDX through Internet

4. If applicable, how will access to the system data be protected and secured? Yes, using SSL protocol

5. Are there any known variances from State IT standards proposed in the project? This would include the use of technologies defined as declining.  
Please elaborate:  
None

6. What is the data classification of the data to be handled by this system?  
Please elaborate (required): Public

7. What is the rating level of the data center where this system is proposed to be hosted?  
Level 0 – Data Center Level not Assessed



8. What Project Phases does this Business Case address? (Check all that apply)  
 Discovery of Initial Requirements Prior to Issuing an RFP, Issuing an RFP, Awarding an RFP, Designing System, Purchasing Hardware and / or Software, Converting System Data, Implementing System, Review - Post-Implementation and Cleanup

If Other Please specify:

Business Continuity and Disaster Recovery (BC/DR) Assessment

Please select the criticality level that best describes one or two of the core business processes the system will support. The criticality level's corresponding DR solution must be incorporated in the system design or enhancement.

Criticality

4. Limited--Mission critical at the division/section level. Little to no impact on State operations

Project Resource Requirements

1. If this project will result in a budget request for upcoming fiscal year, the amount of the request will be:

| Fiscal Year    | 2011 | 2012 | 2013 |
|----------------|------|------|------|
| General Funds: | 0    | 0    | 0    |
| Special Funds: | 0    | 0    | 0    |
| Other Funding: | 0    | 0    | 0    |

2. Amount of Federal funding or grants available for this project

|        |   |   |
|--------|---|---|
| 350000 | 0 | 0 |
| 0      | 0 | 0 |

3. Anticipated Annual Savings as a result of implementing this project:

Detailed Budget Request  
 (Planning through Implementation)

| Fiscal Year                   | 2011 | 2012 | 2013 |
|-------------------------------|------|------|------|
| 1. State Personnel            | \$0  | 0    | 0    |
| 2. DTI Personnel              | \$0  | 0    | 0    |
| 3. Contractual Labor          | \$0  | 0    | 0    |
| 4. Hardware                   | \$0  | 0    | 0    |
| 5. Software                   | \$0  | 0    | 0    |
| 6. Facilities                 | \$0  | 0    | 0    |
| 7. Change Management/Training | \$0  | 0    | 0    |
| 8. Ongoing support costs      | \$0  | 0    | 0    |
| Total Cost                    | \$0  | 0    | 0    |

Estimated Project Costs

**(Planning through Implementation)**

|                              |     |        |        |
|------------------------------|-----|--------|--------|
| 1.State Personnel            | \$0 | 7000   | 8000   |
| 2.DTI Personnel              | \$0 | 0      | 0      |
| 3.Contractual Labor          | \$0 | 153600 | 150000 |
| 4.Hardware                   | \$0 | 18700  | 0      |
| 5.Software                   | \$0 | 0      | 0      |
| 6.Facilities                 | \$0 | 0      | 0      |
| 7.Change Management/Training | \$0 |        | 12700  |
| 8.Ongoing support costs      | \$0 | 0      | 0      |
| Total Cost                   | \$0 | 179300 | 170700 |

Risk Management \$0

1. Please identify the primary risks factors associated with this project. Indicate if the risk is low, moderate, or high. None  
 If more than five risks are relevant to the project please attach a Risk Assessment Plan.

2. Costs have been accurately estimated <10% Cost Increase

3. The time allowed for completion of the project is accurate <5% Time Increase

4. The scope and requirements have been accurately defined Minor scope  
 changes possible

5. Funding has been secured for the project Unfunded

6. Confidence level associated with applicable outside vendor's ability to provide deliverables Very Confident

7. Will third party oversight be utilized to track the progress of the project? Complete  
 Please describe any third party oversight if applicable: Oversight  
 State employees will oversee the project

**Change Management**

“Change management is responsible for providing the structure and guidance necessary to effectively prepare the organization for the successful acceptance of cultural change due to a technical implementation.”

**This project will result in: Continuous improvement**

All other terms and conditions remain the same.

## Architecture Review Board Templates



Adobe Acrobat  
Document

---

### Network Template 1



Adobe Acrobat  
Document

---

### Process Flow Template 1



Adobe Acrobat  
Document

---

### Software Template 1



Adobe Acrobat  
Document

---

### System Template 1



Adobe Acrobat  
Document

---