

Ohio Department of Transportation

Office of Contracts

1980 West Broad Street Columbus Ohio 43223



Request for Proposal (RFP) #509-12

For

Automated Fuel Management System

Issued Date June 25, 2012

Response Date July 20, 2012

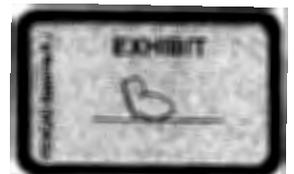


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Requirements/Specifications

Request for Proposals (Automated Fuel Management System)

1. Background

The Ohio Department of Transportation (ODOT) plans to implement an automated fuel management system which uses current technologies including web based software and network capable hardware. Currently ODOT has approximately 147 Fueling locations statewide with pump islands ranging from 1 to 8 pumps. Fuel types currently used by ODOT include ethanol, CNG (Compressed Natural Gas), diesel, gas (including aviation grades), kerosene, biodiesel and propane. ODOT provides fuel for department vehicles and equipment statewide and also provides fuel for other State Agencies. Vehicle types include pickups, service trucks, airplanes, vans, SUV's and construction equipment. The Division of Aviation within ODOT has 2 Fueling Tankers. Currently ODOT has a Veeder-Root fuel tank management system for its below ground tanks. ODOT also has above ground fuel tanks. At this time ODOT is downsizing its fleet, final vehicle and equipment numbers will be less than those provided in attachment one (1).

2. Purpose

The Ohio Department of Transportation is seeking proposals from providers of Automated Fuel Management Systems (hardware & software).

The System will increase the efficiency and effectiveness of ODOT business functions such as:

- Fleet Lifecycle & Performance Management
- Fuel Consumption Monitoring & Management
- Audit/Compliance Monitoring
- Inventory Tracking

Potential providers of products and services related to the implementation of the System must have a proven track record of experience in State Transportation Agency Fuel Management Systems. The Contractor will assist ODOT in establishing best practices utilizing proven methods, features, and functionality from other implemented systems.

3. Definitions

The terms and phrases listed in this section shall have the following meanings. ODOT reserves the right to interpret any definition listed herein and to define any and all words, terms, conditions and phrases not contained in this section but otherwise incorporated in this RFP.

- A. ODOT – means the Ohio Department of Transportation.
- B. Designated ODOT Official – means the individual assigned by the Agency to be the Contract Administrator for the contract established pursuant to this RFP.
- C. Offeror – means any entity or person submitting a proposal in response to this RFP.
- D. Contractor - means the Offeror awarded a contract to provide the described statement of needs inclusive of its personnel, employees, and subcontractors.
- E. State Agency – means an Agency of the State of Ohio.
- F. System – means any and all components that are part of the Offeror proposed solution.

4. Project Location

The project described in this RFP may involve software development work done at an offsite location; however, project work involving implementation and support activities shall take place at all required ODOT locations. ODOT has 12 Districts and 88 Counties. A listing of ODOT's fueling locations can be reviewed in attachment one (1).

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Training tasks may take place at

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Columbus, OHIO 43223

or at other ODOT District and County facilities as designated by ODOT.

Location of Data: The Contractor may require the use of ODOT data for development, maintenance, and testing work at an offsite location, but said data may not leave The United States. ODOT reserves the right to restrict the use of the Department network for transmittal of data. However, data may be transferred using ODOT approved methods, with written approval from ODOT Information Technology Division. This approval will only be granted upon receipt of a letter certifying the following: the data will be maintained in a secure manner; the data will not be used for any purposes other than those required to fulfill this proposal; and upon completion of the project the data will be destroyed. The letter must also disclose the location of the data while under the control of the Contractor. ODOT may reject any Proposal that proposes to do any work or make ODOT data available outside of those geographic restrictions.

5. Proposal Guidelines

5.1 Proposal Delivery

Sealed proposals to this RFP will be received until **2:00 pm eastern time on July 20, 2012** at the following location:

Ohio Department of Transportation
Office of Contracts
1980 W. Broad Street – 1st Floor
Columbus, OH 43223

No proposals will be accepted after the time specified. No facsimile or email transmissions will be accepted. ODOT reserves the right to reject any or all proposals.

Timely receipt of proposals will be determined by the date and time the proposal is received at the address specified. Receipt of proposals in the ODOT Mail Room or any other ODOT office shall not be considered timely. Hand delivery is encouraged to assure timely receipt. Proposals received after the deadline will be stamped for time and date and returned unopened.

All materials submitted in accordance with this solicitation become the property of the State of Ohio and shall not be returned. All materials submitted in accordance with this solicitation shall remain confidential until a contract is executed at which time all submitted information becomes a part of the public record. Pursuant to O.R.C. 149.43(A)(1)(v) and 1333.61(B), ODOT will not disclose any information clearly marked as trade secret without giving the owner of those trade secrets the opportunity to defend their release.

Ten (10) printed copies of the proposal are required. In addition one (1) .pdf copy of the proposal on CD must be submitted. The proposals should be packaged in such a manner that the outer wrapping clearly indicates the following information:

Request for Proposal
Title of Proposal
Offeror Name

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Proposals shall be on 8½ inch by 11 inch paper and shall have a maximum page limit of one hundred and fifty (150) pages. One side of a sheet is one page. Proposals in excess of the maximum page limit will be considered informal and may not be accepted for consideration. One copy of the proposal shall contain a cover letter signed by a representative or officer authorized to bind the offeror. This sheet shall not be considered as part of the maximum page limit. Individuals of the offering organization authorized to negotiate a contract with ODOT based on the proposal shall be identified by name, title, address and telephone number.

5.2 Pre-Proposal Conference and Question Period

A pre-proposal conference will be held at **10:00 am eastern time on Monday, July 09, 2012** at 1980 West Broad Street, Columbus, Ohio 43223, to answer questions related to this RFP. The pre-proposal conference is mandatory. A representative from each offeror must attend the pre-proposal conference in person. Failure to attend the pre-proposal conference will result in disqualification of the offeror. Those who will attend the conference are required to advise Tony Palka via email at least 48 hours prior to the scheduled start of the meeting. Tony Palka - contracts.purchasing@dot.state.oh.us .

Following the Pre-proposal conference, offerors will have one week **from 2:00 PM eastern time, Monday, July 09, 2012** to submit questions or request clarifications. All such requests shall be made using the following website.

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/PurchasePBQ.aspx>

Submitted questions/clarifications along with Department responses will be emailed to every prospective Program Manager who attended the Pre-Proposal Conference. Questions and clarifications along with ODOT responses will also be posted on the ODOT Office of Contracts web site. There will be no further opportunities for prospective Program Managers to ask questions **after 2:00 PM eastern time on Monday, July 16, 2012**).

Answers to Pre-Bid Questions

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/Purchase.aspx>

5.3 RFP Schedule

RFP Stage	Date
RFP Release	Monday June 25, 2012
Pre-Proposal Conference	Monday July 9, 2012
Site Walks	July 12 and 13, 2012
Site Plan Review Period	July 9 to 19, 2012
Submission Closing Date	July 20, 2012
Proposal Evaluation	July 23 to August 10, 2012
Notification of Intent to Award	August 13, 2012

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5.4 Proposal Content

The proposal must include at a minimum:

5.4.1 Executive Summary: A description of the proposer's organization, including a summary of previous experience which qualifies the proposer to successfully deliver the system described in this document. Include specific details of related experience, such as dates of work or assignment, names and addresses of client organizations, or other details that appropriately support the proposer's ability and experience to deliver the proposed system.

Solution Summary: The solution summary should outline the proposer's solution from the technology platform and capability standpoint and include, at a minimum, the following information.

- o Complete System Specifications for all Hardware Components
- o Complete System Specifications for all Software Components
- o Approach to System Security
- o Reliance on 3rd Party Products (if any)
- o System Architecture Overview, including Integration Approach

5.4.2 Staffing Plan: A list of the key individuals from the proposer's organization who will be involved in delivering the proposer's proposed system. For each individual, include his/her role, responsibilities, and a brief résumé of experience. ODOT prefers individuals to be certified for their profession.

5.4.3 Response to Requirements: A detailed description of the proposed system solution addressing, at a minimum, the requirements listed in Section 11.

Proposers must respond to each individual requirement in sections 11.1 and 11.2 by reference number in the following format.

ID	Requirement Description	Response
5000	The software application must be fully scalable to support 50 concurrent users in the District and Central Offices, including external users. Performance during peak usage, including multiple users accessing available datasets to create predefined reports, must support enterprise level multi-user operation.	<Insert response here>

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Submissions not following the format above for section 11.1 and 11.2 responses shall be disqualified. ODOT reserves the right to ask clarification questions on any proposer response.

5.4.4 Work Plan: A high-level project plan detailing how the Proposer will implement the proposed system addressing, at a minimum, the project tasks and deliverables described in Section 10. Proposers must provide specific detail to meet a project timeline of 9 months from contract signing.

- Gap Analysis
- Implementation Plan
- Detailed Project Plan
- System Design
- System Testing
- User Acceptance Testing
- Training
- Statewide Implementation
- Warranty
- Support & Maintenance

5.4.5 Cost Proposal: Pricing information for the proposed system. Refer to Section 5.5

5.4.6 A completed Offeror Certification Form. Refer to Attachment Two (2).

5.4.7 A completed Signature Page.

5.5 Cost Proposal

The Cost Proposal must include the cost (in \$US) to ODOT for the proposed system. At a minimum, the Cost Proposal section must account for the following:

- 5.5.1** Commercial software license fees: Total software license cost and total software, hardware and warranty support cost.
- 5.5.2** Costs for all components of the proposed system including but not limited to Fueling Station Controllers and vehicle or equipment mounted devices.
- 5.5.3** Costs for all tasks associated with system installation. (not including those specified herein as the responsibility of ODOT)
- 5.5.4** Costs for Contractor-related project management, analysis, configuration, and implementation tasks.
- 5.5.5** Costs for training/mentoring ODOT personnel in the use and installation of the proposed system solution, including all training materials.
- 5.5.6** Annual system maintenance and support for four (4) years of maintenance after warranty expiry.

6. Proposal Evaluation

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Proposals which meet the Delivery Requirements (Section 5.1), Content Requirements (Section 5.4), and Cost Proposal requirements (Section 5.5) shall be reviewed by a Selection Committee consisting of ODOT staff from ODOT District Offices and the Division of Information Technology. Additional staff may participate in the review at the discretion of ODOT.

The Selection Committee will evaluate the proposal according to the following criteria:

6.1 Mandatory Requirements: The first table lists this RFP's mandatory requirements.

ID	Requirement Description	Response	Pass	Fail
MR001	The Contractor must have previously implemented their Fuel Management system with at least two (2) other State Departments of Transportation, implementing solutions that meet the unique requirements of State Transportation Agencies.			
MR002	At least one (1) of the Contractors previous implementations with State Transportation Agencies must include a prior State Department of Transportation project involving a minimum of 40 Fueling locations during one implementation.			
MR003	The system will support the integrated capture of vehicle location information via GPS in both real-time and passive modes.			

If the Proposal meets all the mandatory requirements, the Proposal may be included in the next part of the technical evaluation phase described in section 6.2.

6.2 Scored Evaluation Criteria: In the technical evaluation phase the evaluation committee will rate the technical merits of the Proposals using the point method of award. The final award will be made based on the point method using the following criteria.

Evaluation Criteria	Possible Points
Executive Summary/Solution Summary (5.4.1)	200
Staffing Plan (5.4.2)	100
Response to Requirements (5.4.3)	300
Work Plan (5.4.4)	200
Cost Proposal (5.4.5)	100
Total	900

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6.3 Cost Proposal Evaluation: The proposer with the lowest total cost for the Cost Proposal will receive 100 points. All other Cost Proposals will receive a portion of the 100 available cost proposal points, calculated as follows:

The lowest cost will be divided by the next lowest cost, and then multiplied by the total number of available points (100). For example:

	Proposer A	Proposer B
Total Firm Fixed Price	\$2,800,000	\$3,000,000

Proposer A would receive 100 points for being the lowest cost bid.

Proposer B would receive 93 points in accordance to the formula:

$$\$2,800,000 / \$3,000,000 = 0.93 \times 100 = 93$$

7. Selection of Qualified Contractor

At the conclusion of the evaluation period, the Selection Committee will select a Contractor whom ODOT considers qualified to deliver a system which meets the requirements defined in this document. In the event the selection committee does not identify a qualified Contractor, ODOT reserves the right to cancel this request for proposal without further notice.

The qualified Contractor will be notified of its selection by the Selection Committee. ODOT reserves the right to request from the qualified Contractor:

- 7.1 An audited financial statement of the Contractor, prepared by a certified public accountant, substantiating the Contractor's financial capacity to successfully manage the project.

8. Oral Presentations

ODOT reserves the right to ask proposers to give an oral presentation to the Selection Committee for the purposes of explaining, elaborating, or otherwise clarifying the major elements or features of its proposal. The oral presentation would be held within two weeks of qualified proposer notification at 1980 West Broad Street, Columbus, OH 43223 or using an Internet presentation service (Webex, Live Meeting, and so on). Attendance at the presentation is restricted to representatives of the Contractor, staff members of ODOT, and Selection Committee members.

The following guidelines apply to the oral presentation:

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- 8.1 Audio/visual aids may be used. A video and computer capable multi-media projector will be available. If any other equipment is needed, it will be the Contractor's responsibility to provide those items.
- 8.2 The content of the presentation must support the solution as submitted by the proposer. The inclusion of new materials, products, strategies, recommendations, or other solution-based subjects that deviate from the proposer's original proposed solution may constitute grounds for rejecting the written proposal as incomplete or informal. Brochures, forms, or other items mentioned in the submitted proposal shall not constitute new material.

9. Site Walks & Review of Site Plans

9.1 Site Walks All proposers are required to attend mandatory site visits at four (4) of ODOT's fueling locations to familiarize with the physical characteristics of ODOT's District, County and Outpost locations.

MANDATORY Site walk	July 12, 2012 at 1.45pm	at: Delaware County 1150 U.S. Route 42 North, Delaware, OH 43015
MANDATORY Site walk	July 12, 2012 at 8am	at: Champaign - Mechanicsburg Outpost 1544 S.R. 559 Woodstock, OH 43084
MANDATORY Site walk	July 13, 2012 at 8am	at: Franklin County 4730 East Dublin-Granville Road, Westerville, Ohio 43081
MANDATORY Site walk	July 13, 2012 at 1.45pm	at: ODOT, Department of Aviation 2829 W. Dublin-Granville Road Columbus, Ohio 43235-2786

9.2 Review of Site Plans ODOT will also make Fueling Location site plans available to proposers for review for a 2 week period. Site plans will be available for review in electronic form 10am Monday, July 09, 2012 to 3pm Thursday, July 19 2012 at:

Ohio Department of Transportation, Office of Contracts
 1980 W. Broad Street
 Columbus, OH 43223

Proposers intending to review site plans are required to contact Tony Palka via email to reserve a time slot. Tony Palka - contracts.purchasing@dot.state.oh.us .

10. Award of Bid

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ODOT will award the project to the qualified Contractor upon successful completion of the evaluation period, oral presentation (if applicable), or any additional negotiations or follow ups ODOT deems necessary. ODOT reserves the right to cancel this request for proposal without further notice.

11. Solution Requirements

This section defines the major requirements the proposed system must meet.

11.1 Technical, Platform & General Requirements

ID	Requirement Description
TPG5000	The software application must be fully scalable to support 50 concurrent users in the County, District and Central Offices. Performance during peak usage, including multiple users accessing available datasets to create predefined reports, must support enterprise level multi-user operation.
TPG5005	ODOT will provide the server hardware that will house test, training and production versions of the System. Development servers will be provided by the contractor.
TPG5010	The application must run in a virtualized Windows Server 2008 environment.
TPG5015	The application must be compatible with Oracle 11g or SQL Server 2008 database.
TPG5020	The contractor shall be responsible for completing all drawings and obtaining any and all required permits and approvals that may be required for installation of the system.
TPG5025	During all testing and installation activities to be performed by the contractor, there shall be no disruption to ODOT business functions. Fueling locations shall remain operational.
TPG5030	The system must support the ability for an authorized user to view the connectivity status of connected components in a system status type reporting environment.
TPG5035	The system must support the ability to perform remote troubleshooting and diagnostics for Fueling Terminals.
TPG5040	The proposed system solution must have the capability to be highly available which means at a rate of 99.99% based on the agreed upon availability.
TPG5045	The following browsers shall be supported at a minimum: Microsoft Internet Explorer Versions 8 or higher and Mozilla Firefox 3.0 and higher.
TPG5050	All furnished fuel monitoring equipment shall meet or exceed the following specifications: National Electrical Code, NFPA #70-2008 Uniform Fire Code

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	Underwriters Laboratories UL1238 and 913 FCC Part 15, Class A National Weights and Measures Certification
TPG5055	The system solution shall include conversion and loading of legacy data. (To be performed by the contractor)
TPG5060	Authentication should include integration with Active Directory.
TPG5065	The system should support role based security.

11.2 System Requirements

ID	Requirement Description
SR6005	The system shall include the ability to interface and exchange data with external hardware or software such as ODOT's Equipment, Inventory & Parts Management System (EIMS).
SR6010	The system shall have data and system back up capabilities. In the event of a power failure, the system shall have the capacity to store data collected, up to the time of the power failure. The fuel island controller at each fueling site should have the ability to operate if the master controller is down, limited only by the fuel island controller's internal storage capacity. There should be a method to access transaction information from the Fueling Terminal, should there be data transmission problems.
SR6015	The system shall support the following minimum data acquisition and authentication methods at the Fuel Control Terminal: Wireless, HID Devices, Manual Keypad Entry and Mag stripe cards.
SR6020	The system shall have the ability to automatically identify and store at least the following data from a vehicle when fuel is dispensed to the vehicle: mileage, service hours, equipment number, gallons dispensed, date and time of fueling, idle time. The system shall include supporting wireless acquisition of this data.
SR6025	The system shall accommodate all fuel types used by ODOT including: ethanol, CNG (Compressed Natural Gas), diesel, gas (including Aviation grades), kerosene, biodiesel, propane.
SR6030	The system shall integrate with ODOT's existing Veeder-Root systems to display tank levels.
SR6035	The system shall allow users to enter the manual 'tank stick' reading for an underground or above ground fuel tank, including the time and date of the reading.
SR6040	The system shall calculate any variance between the quantity of fuel on hand in the system (Veeder-Root) and the manual stick reading for a tank.
SR6045	The system shall provide a notification to the responsible person when tank fuel levels are at an authorized user configured re-order point.
SR6050	The system shall only allow dispensing of the correct fuel type into vehicles and equipment.
SR6055	The system shall allow for disbursement and identify the quantity of fuel used for ODOT vehicles, other agency vehicles, rental equipment, fixed assets, and any other specified categories.

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SR6060	The system shall provide the ability to transfer fuel to a portable fuel storage device and wirelessly track fuel usage from the fuel storage device to the equipment consuming the fuel.
SR6065	The system shall allow up to 8 vehicles to be fueled at the same time per Fuel Control Terminal.
SR6070	The system shall provide the ability to limit the amount of fuel dispensed to the fuel tank capacity of the vehicle.
SR6075	The system shall enable data from ODOT vehicles fueling outside ODOT facilities using Voyager (or other vendor) cards to be recorded in the system via interface. Data elements shall include; Fuel Dispensed, Vehicle ID, Operator ID, Mileage.
SR6080	The system shall allow for fully manual fueling to occur during a power outage, emergency event or other situation where an authorized ODOT user chooses to place the system in 'by-pass mode'. In By-Pass mode fuel consumption shall still be tracked by the system. By-Pass should be able to be achieved via the software or hardware.
SR6085	The system Fuel Controller terminals shall be constructed of durable weather resistant materials to withstand extreme weather environments.
SR6090	The system shall have the ability to limit fueling to authorized people and authorized vehicles, or authorized person AND authorized vehicle.
SR6095	The system shall have the ability to automatically capture and track fluid usage per vehicle including the following fluids: power steering, transmission, hydraulic, antifreeze, DEF, oil, wiper fluid.
SR6100	The device used to automatically record vehicle information at fuel pumps shall have wireless capability so wires are not required at fuel dispensers.
SR6105	The system shall have the capability to integrate with the vehicle On Board Diagnostic (OBD) to enable capture of mileage, diagnostic codes and other vehicle performance information.
SR6110	The system shall include the ability to display vehicle information such as diagnostic code warnings to the vehicle operator via the Fueling Terminal display while fueling.
SR6115	The system shall include the capability to support image capture at the Fueling terminal.
SR6120	The system shall enable non-ODOT vehicles/operators to be authenticated and obtain Fuel from ODOT Fueling stations.
SR6125	The system shall be compatible with existing ODOT pumps.
SR6130	The system shall accommodate the generation of 'Canned' reports including cost per mile, mileage, idle time report, and fuel usage. 20 custom Canned reports shall be required.
SR6135	The system shall accommodate the generation of Ad-Hoc reports.
SR6140	The system should accommodate ODOT's organization levels.(eg. State, District, County, Outpost)
SR6145	The system shall provide Dashboards showing Key Performance Indicators. Eg. Fuel usage by organization level, Fuel consumption by vehicle type, Idle time by organization level and user etc
SR6150	The system shall allow for wireless transmission for in vehicle components. (No wires in vehicle are preferred)
SR6155	The system shall provide a method to obtain vehicle mileage (or hour) data from pre-1996 vehicles.

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SR6160	The system should support the update of multiple records in one transaction.
SR6165	The system shall include transaction auditing.
SR6170	The system shall include the ability to export system data to at least .xlsx format.

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11.3 Training and Reference Materials

The system solution should include the following:

- 11.3.1 A System Users Guide
- 11.3.2 A System Administrators Guide
- 11.3.3 Online User Help Integrated into the software;
- 11.3.4 Software Training shall be provided for a minimum of 40 system users and 5 system administrators, training may be required at various locations throughout the State. User training and system administrator training should be conducted separately.
- 11.3.5 A Fuel Management System Installation and Troubleshooting Guide covering all system components.
- 11.3.6 In vehicle Fuel Management System hardware installation training shall be provided. The contractor will be responsible for installation in approximately 15 ODOT vehicles and equipment items (as the basis for hands on training). ODOT will be responsible for installation in remaining vehicles. The contractor should provide ODOT the option of installation in more than 15 vehicles.
- 11.3.7 The installation of all other Fuel Island mounted devices shall be the responsibility of the contractor.

11.4 Warranty and Support

Proposers must provide annual system maintenance costs for the first year plus four additional consecutive years for a total of 5 years of using the system (hardware and software). Warranty and support shall commence within 30 days of Statewide Implementation. Statewide Implementation occurs when the system is operating and fully functional at all locations identified in the implementation plan.

12. Project Tasks

Throughout the Project, the Contractor must employ ongoing project management to ensure a comprehensive Project Plan is developed, executed, monitored, reported on, and maintained. The Contractor must provide overall project management for the tasks under this Contract, including the day-to-day management of its staff and production of required deliverables. The contractor will be required to provide regular status reports to the ODOT project manager. Deliverable templates shall require ODOT review and acceptance. ODOT reserves the option to provide the templates to be used for deliverable documents.

Task Description	Deliverables (minimum)
1. Gap Analysis – Within thirty (30) days of contract award Gap Analysis must be completed. Using the RFP requirements as the baseline. The contractor shall conduct gap analysis to ensure any additional requirements for the system are captured. Gap analysis will include a detailed site assessment conducted by the contractor for all ODOT fueling locations. At this time a finalized list of ODOT equipment will also be provided by ODOT.	Updated SRS (System Requirements Specification), Feature Documents (where required). Completed Site Assessment Checklists.
2. Implementation Plan Development – Within forty five (45) days of contract award a mutually agreed upon Implementation Plan must be developed. The implementation plan should contain major milestones such as A) load software in test environment; B)load data conversions; C)load manual data; D) build interfaces E) build decision trees; F) build	Implementation Plan

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<p>business rules; G) install hardware components G) test; H) build production environment; I) Install system components; etc. The mutually agreed upon Implementation Plan will be recorded as an amendment to the contract. The Implementation Plan will include tasks to be completed by ODOT and the selected Contractor.</p>	
<p>3. Detailed Project Plan - The contractor will complete a detailed project plan that outlines all tasks needed to completed the scope of work, including A) tasks and dependencies B) required resources (ODOT and Contractor) C) costs D) risks</p>	<p>MS Project Detailed Project Schedule (Base lined), Staffing Plan, Risk Management Plan</p>
<p>4. System Design - System design must accomplish and meet all requirements defined in the RFP and via Gap Analysis and should include major content such as: A. Data Dictionary B. Data model/entity relationship diagrams and data flow diagrams C. System module chart (application flow) showing each application module and its relation to the other modules D. General system design and reference information E. System transaction flow and control F. List of all application programs, with summary of their purpose or function including a table of all procedures or processes and which processes are called by what other processes G. Detailed program documentation within each source module H. Table definitions and record layouts I. Definition of all system control tables J. Report and workstation display formats</p>	<p>System Architecture Document</p>
<p>5. System Testing - The System must be subjected to system testing. System testing will occur in an established test environment that mirrors the production environment. The Contractor will function as system users during system testing and will evaluate all test outcomes. The Contractor must direct system testing and operate the system in accordance with the System testing plans. The Contractor must provide all error resolution and other technical support as required.</p>	<p>System Test Plan, System Test Results</p>
<p>6. User Acceptance Testing (UAT) - The user acceptance testing (UAT) must verify the full functionality and technical usability of the System. UAT will be supported jointly by the contractor and ODOT.</p>	<p>User Acceptance Test Plan, User Acceptance Test Results</p>
<p>7. Training – Qualified instructors must provide on-site training of personnel in the functions of operation, maintenance, and repair as they apply to each specific item of software and equipment. Supervisors and operators from each fueling site must also be provided training in the operation of the Fuel island controllers. Training on software can be conducted at a specified computer site location and followed by a webinar with the vendor's training department. Training on the installation of vehicle computer modules (automotive information modules) must also be conducted at identified ODOT locations.</p>	<p>Training Plan, Training Handbook (Users), System Support Handbook (Administrators)</p>

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<p>8. Statewide Implementation – During Statewide implementation, the Contractor will be responsible for the operation and maintenance of the System until the implementation tasks have been successfully completed. It is anticipated that Statewide Implementation will include an initial System Pilot.</p>	<p>Statewide Implementation Plan, Configuration Plan (updated), Deployment Guide (Hardware/Software)</p>
<p>9. Warranty – The contractor shall provide warranty coverage for both hardware and software system components for 1 year from the Statewide Implementation date. The Contractor must correct system defects (hardware & software), which are system malfunctions or functional deviations from ODOT approved system design. No requirements or design changes are involved in the correction of application defects. The Contractor must take corrective action and ensure that the system performs as designed. During the warranty period the contractor will provide toll-free telephone support for hardware and software 24/7 (24 hours a day/7 days a week). Warranty shall include system upgrades.</p>	<p>Warranty Support Plan (Hardware & Software)</p>
<p>10. Support & Maintenance - The Contractor will be responsible for System Support and Maintenance for a period of four (4) years after warranty expiry. Support shall include toll-free telephone support. After this time the contractor must agree to provide maintenance and support on a yearly renewable basis.</p>	<p>Maintenance Support Plan</p>

Should ODOT and the Contractor be unable to come to an agreement regarding the Implementation Plan (2) after the allowed time, ODOT shall have the right to terminate the Contract with no liability to the contractor. ODOT has the right to award the contract to the second best qualified proposer to the RFP.

13. Organization of Project Team

ODOT and the Contractor shall be mutually responsible for organizing a Project Team consisting of the contractor's personnel and ODOT's Project staff. The contractor shall provide a graphical representation of the Project team organization. The proposer shall have no supervisory or other control over any ODOT staff. The Contractor must assist the State with coordinating assignments for State staff working on the Project

The Contractor will provide a Project Manager, with appropriate skills and experience, for the entire duration of the Project and will not substitute or assign personnel to the Project unless ODOT reviews the qualifications of the new individual and the ODOT Project Manager approves the replacement. The Project Manager for the contractor will be located onsite at ODOT Central office. The contractor shall be responsible for providing their staff with computer equipment.

Other Contractor Support Personnel – All support personnel required to successfully complete the Project shall be identified in the proposed work plan. For the duration of the Project, these support personnel will work closely with ODOT staff involved in the Project.

All communications between the Contractor and the ODOT Project Team and/or any outside party must be through the ODOT Project Manager.

Members of the contractor staff may be required to travel to ODOT's District and County locations as needed. The contractor will be responsible for all travel and incidental costs.

14. Projected Milestones and Fee Payment Structure

The following tasks/milestones are projected for the project.

Project Tasks/Deliverables	Contract %	Notes
Acceptance of Tasks 1 and 2 – Gap Analysis & Implementation Plan	10% Fixed	Project tasks must be completed in total before any other tasks can be invoiced.
The percentages below represent the portion of payout of the total remaining adjusted project budget.		
Acceptance of Tasks 3, 4 – Project Plan & System Design	30%	
Acceptance of Task 5,6 & 7 – System Testing, UAT, Training	30%	
Acceptance of Task 8 – Statewide Implementation	30%	The system is installed in Production and is operating at all locations specified in the Implementation Plan.
Completion of Warranty	10%	

Upon receipt of a signed Deliverable Submittal Form, see attachment three (3), indicating the State agrees that the deliverable identified in the project tasks is compliant or that the Contractor has met an applicable task milestone and payment should be made; the Contractor may submit an invoice for that deliverable or milestone, according to the payment schedule identified above.

Reimbursable Expenses: None

Bill to Address:

<Insert division>
 1980 West Broad Street
 Columbus, Ohio 43223

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15. General Terms and Conditions

A. All expenses incurred by Offeror in responding to this RFP shall be borne by Offeror. In no event shall ODOT be responsible for any such expenses.

**ATTACHMENT ONE (1)
VEHICLE AND EQUIPMENT NUMBERS**

Vehicle and Equipment information can be found at this location ->

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/PurchDocs/509-12-Attachment1.xlsx>

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ATTACHMENT TWO (2)
OFFEROR CERTIFICATION FORM

1. The offeror is not currently subject to an "unresolved" finding for recovery under Revised Code Section 9.24, and the offeror will notify the Procurement Representative any time it becomes subject to such a finding before the award of a Contract arising out of this RFP. Offeror is to be used interchangeably with vendor, successful proposer, and bidder for the purposes of this Form.
2. The offeror certifies that it will not and will not allow others to perform work for the State of Ohio outside the geographic limitations contained in Attachment Two or take data that belongs to the State of Ohio outside the geographic limitations contained in Attachment Two without express written authorization from the State.
3. The offeror certifies that its responses to the following statements are true and accurate. The offeror's answers apply to the last seven years. Please indicate yes or no in each column.

Yes/No	Description
	The offeror has had a contract terminated for default or cause.
	The offeror has been assessed any penalties in excess of \$10,000.00, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity).
	The offeror was the subject of any governmental action limiting the right of the offeror to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The offeror, any officer of the offeror, or any owner of a 20% interest or greater in the offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The offeror, any officer of the offeror, or any owner with a 20% interest or greater in the offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is in the affirmative, the offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the offeror's performance under the Contract, and the best interest of the State.

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ATTACHMENT THREE (3)

SAMPLE DELIVERABLE/MILESTONE SUBMITTAL FORM

Company Name:	[Insert Vendor Name]
Project Name:	[Insert Project Name]
Contract Number:	[Insert Contract Number]
Deliverable To Be Reviewed or Milestone Attained:	[Insert Deliverable/Milestone Name and Work Breakdown Structure Task #]
Date Deliverable Submitted for Review or Milestone Achievement Date:	[Insert Applicable Date]

The [Insert Deliverable/milestone name] Deliverable/milestone is complete. This Deliverable/milestone has been completed/attained by [insert Company name] in accordance with the requirements specified in the RFP and Project Plan. Please obtain signatures below indicating the compliance of [insert Deliverable/milestone name]. Please obtain all signatures within **XX** calendar days of the Submitted or Achievement Date, above, [insert date XX calendar days from submitted date].

Please contact _____ at _____ questions.

Sincerely,

[Insert Company Name]
[Insert Project Name] Project Manager

Printed Name
<insert Company name> Project Manager
{Same as person signing above}

<p>COMPLIANT: Deliverable Payment Authorized: Yes ____ No ____ N/A ____</p> <p>_____ Signature of State Project Representative/Date</p> <p>_____ Printed Name (same as person signing above)</p>

<p>NOT COMPLIANT:</p>

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Describe reason(s) for non-compliance:
(Continue on back if necessary)

Signature of State Project Representative/ Date Payment Not Authorized