

Pre-Proposal Conference

Pennsylvania Department of Transportation
Pavement Asset Management System (PAMS)

RFP 6100024132

Issuing Officer: Janis Brown

April 4, 2013 @ 1:30 PM

- Housekeeping
- Introductions
- Project Background / Critical Points
- Disadvantaged Business Enterprise Requirements (DBE)
- RFP Requirements
- Questions Submitted
- Additional Questions

- **In the event of a fire drill:**
 - Exit the room to the rear, continue down the hall and exit through the stairwell. On the ground floor, exit the building and assemble near the flag poles.

- **Restrooms:**
 - Located outside of the room to your left

- **Sign attendance register**
- **Provide business card**
- **Sign-in sheet will be posted to e-Marketplace**

Agency Representatives:

- **Office for Information Technology:**
 - Janis Brown, Issuing Officer
- **Pennsylvania Department of Transportation:**
 - Robert Wilson, Project Manager

Pavement Asset Management System (PAMS)

Robert Wilson

Project Manager

Pennsylvania Department of Transportation

PAMS Background

- The PennDOT Bureau of Maintenance and Operations (BOMO) seeks to procure a commercial off-the-shelf (COTS) software solution and associated implementation services for a Pavement Asset Management System (PAMS).
- BOMO maintains a comprehensive database of pavement condition, improvement and funding information collected for more than 43,000 miles of state roadways.

PAMS Background

- Currently, BOMO Central Office and District personnel use spreadsheets and manual operations to manage the data for reporting and decision-making.
- PennDOT has determined that several COTS software products have the ability to automate the current manual processes and improve its overall data management and decision-making capabilities.

PAMS Background

Project Goals:

- Goal #1 – Make better use of existing technological resources
- Goal #2 – Automate current manual processes
- Goal #3 – Provide strategic asset management

Critical Points

- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal.
- The evaluation will be based on what is submitted.
- Follow as completely as possible the proposal format given in Part II of the RFP; this will aid the comparative evaluation process.
- Provide as much detail as possible in response to all requirements in **Appendix I, Business Requirements**, and **Appendix J, System Requirements**

Disadvantaged Business Enterprise (DBE) Involvement

- **Part I – General Information, I-13.**

The Commonwealth of Pennsylvania is committed to providing opportunities for Disadvantaged Business Enterprises to compete for work. To support this commitment, there is a goal of **9%** of the total contract dollar amount set for this RFP.

Only those organizations certified by Pennsylvania DBE Unified Certification Program (PA UCP) before the response date of this RFP qualify as Disadvantaged Business Enterprises. The contractor must comply with all terms of the Disadvantaged Business Enterprise requirement as stated in Disadvantaged Business Enterprise Requirements **Appendix D**.

Disadvantaged Business Enterprise (DBE) Involvement

- **Part II – Proposal Requirements, II-9.**

Provide detailed information describing the Pennsylvania DBE Unified Certification Program (PA UCP) certified DBE. Include the business name of the DBE with the address, contact person, phone number, the Pennsylvania DBE Unified Certification Program (PA UCP) certification number, a detailed narrative of the services to be provided, and the percent of the proposal's total cost to be contractually allocated to the DBE. No cost information can be displayed in the technical proposal.

Disadvantaged Business Enterprise (DBE) Involvement

If no DBE is qualified, available, or willing to participate, the contractor must provide detailed, verifiable information describing the good faith effort made to locate a DBE. If the good faith effort is determined to be unacceptable, the proposal may be disqualified or other action taken as defined in Special Contract Terms and Conditions (Federal Funded Contracts) Appendix B.

Disadvantaged Business Enterprise (DBE)

Contact Information

Dustin Hobaugh

Department of Transportation,
Bureau of Equal Opportunity

Phone: (717) 783-1081

Email: dhobaugh@pa.gov

RFP Structure

- Proposal is divided into the following three parts that must be submitted in separate individual sealed envelopes:
 - Technical Submittal = 70% of total points
 - Cost Submittal = 30% of total points
 - Disadvantaged Business Enterprise Involvement Submittal = To support commitment, there is a goal of 9% of the total contract dollar amount

Bonus Points:

- Domestic Workforce Utilization = maximum available 3%

- Each Offeror must provide the following: [Section I-12 Proposals, pg. 3]
 - Eight (**8**) paper copies of the Technical Submittal,
 - Two (**2**) paper copies of the Cost Submittal,
 - Two (**2**) paper copies of the Disadvantaged Business Enterprise (DBE) Involvement Submittal,
 - Two (**2**) complete and exact copies of the entire proposal (Technical, Cost and Disadvantaged Business Enterprise (DBE) Involvement Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or compatible format.

- Mandatory Responsiveness Requirements:
 - Timely received from an Offeror
 - Properly Signed by the Offeror

➤ Proposal Requirements:

- The proposal must consist of three separately sealed submittals:
 - Technical Submittal; Cost Submittal; and Disadvantaged Business Enterprise Involvement Submittal.
- The total score for the technical submittal must be greater than or equal to 70% of the available technical points to advance.
- Do not include any cost information in your technical submittal.
- Do not include any assumptions in your cost submittal. [Appendix G]
- Do not make your proposal contingent on the negotiation of the terms and conditions set out in Appendix A.

ADDRESS PROPERLY

- Include RFP Number – 6100024132
- Number Multiple Packages (i.e. 1 of 3, 2 of 3, etc.)
- Must be Sealed
- Allow time for delivery

Delivery Address

Sealed proposal must be received on or before **Monday, April 29, 2013, by 1:00 PM** to the Issuing Office at the following address:

**Janis Brown, Bureau of IT Procurement
c/o Commonwealth Mail Processing Center
2 Technology Park (rear)
Attn: IT Procurement 506 Finance
Harrisburg, PA 17110**

Note: Hand-delivered proposals must be delivered to the address stated above and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:00 a.m. and 2:45 p.m., Monday through Friday, excluding Commonwealth holidays. The Issuing Office will not accept proposals that are hand delivered to 506 Finance Building.

Calendar of Events

<p>Answers to Potential Offeror questions posted to the DGS website (http://www.dgsweb.state.pa.us/RTA/Search.aspx) no later than this date.</p>	<p>Issuing Office</p>	<p>Monday, April 15, 2013</p>
<p>Please monitor website for all communications regarding the RFP.</p>	<p>Potential Offerors</p>	<p>Ongoing</p>
<p>Sealed proposal must be received by the Issuing Office at: (Janis Brown), Bureau of IT Procurement c/o Commonwealth Mail Processing Center 2 Technology Park (rear) Attn: IT Procurement 506 Finance Harrisburg PA 17110</p> <p>Note: Hand-delivered proposals must be delivered to the address set forth in the Calendar of Events and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:00 a.m. and 2:45 p.m., Monday through Friday, excluding Commonwealth holidays.</p>	<p>Offerors</p>	<p>Monday, April 29, 2013 by 1:00 PM</p>

➤ Questions

- Please write down all questions on the Q&A sheets provided.
- All questions and answers will be posted on the DGS e-marketplace website:

<http://www.emarketplace.state.pa.us>

- **Answers provided today are considered unofficial and not binding. All Q&A will become official when posted to the DGS e-marketplace website.**

*Thank you for attending today's
pre-proposal conference.*