

APPENDIX LL

PRE-PROPOSAL CONFERENCE GUIDE AND PRESENTATIONS

**RFQ # 6100041671– Modernized and Vehicle Driver License System
Addendum 9 – Appendix LL – Pre-Proposal Conference Guide**

PREPROPOSAL CONFERENCE GUIDE

1. Ladies and Gentlemen, my name is William Gipe. I want to welcome you to **the Modernized and Vehicle Driver License System Preproposal Conference. I am with PennDOT’s Bureau of Office Services.** The **Issuing Officer** for this procurement is Holly Zeiders who is solely responsible for administrative and contractual questions for this procurement.
2. If you could please introduce yourselves giving your name, title and the firm you represent? ----Thank you.
3. To facilitate the questions and answers portion of the conference, Question forms were provided on the table where the sign in sheet is located. Please use this form to write out your questions. When we reach the end of the questions and answers portion, we will collect the forms. Answers to any questions submitted today will be posted to the DGS website as an addendum to, and shall become part of the RFQ in accordance with the revised Calendar of Events given in Addendum 9, which shows July 12, 2017 as the posting date. Thank you.

4. **Background.** Laurita Povilavicius, Program Manager will now provide a technical overview of the project.

See PowerPoint Presentation (Appendix LL – PennDOT Technical Overview 6.28.17).

5. **Diversity Programs.** The RFQ incorporates a two-phased participation assessment to assist small and diverse businesses competing for Commonwealth contracting opportunities.
 - a. Denise Gross, Equal Opportunity Manager will provide an overview of the PA Department of Transportation’s Diverse Business (DB) Good Faith Efforts Requirements.
 - See PowerPoint Presentation (Appendix LL – PennDOT Diverse Business Program 6.28.17)
 - b. Audrey Smith, Procurement Liaison will provide an overview of the Small Diverse Business (SDB) and Small Business (SB) Requirements.
 - See PowerPoint Presentation (Appendix LL- DGS SB SDB Program 6.28.17).

We will now take a 10 break before reading all previously submitted questions and answers that were submitted prior to 6.27.17.

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Addendum 9 – Appendix LL – Pre-Proposal Conference Guide**

6. **Questions.** The Department received 185 questions concerning the RFQ. These questions and written answers will be posted to the DGS website as part of Addendum 9 and will become part of the RFQ.

As you read the Questions and Answers and have additional questions please provide them to PennDOT Personnel so we can provide unofficial responses before you leave today.

All questions asked today will be officially answered in writing and will be posted to the DGS website as an addendum to, and shall become part of the RFQ in accordance with the revised Calendar of Events given in Addendum 9, which shows July 12, 2017 as the posting date. Each Offeror is responsible for monitoring the DGS website for new or revised RFQ information.

7. **Closing Statements.** We would like to thank you for your time and interest in this RFQ for PennDOT's Modernized Vehicle and Drive License System. Please continue to monitor the DGS eMarketplace website for additional information for this procurement.

Thank you and have a nice day.



MODERNIZED VEHICLE AND DRIVERS LICENSE SYSTEM (MVDLS)

Technical Overview

Pre-Proposal Conference

June 28, 2017

Agenda

- Project Objective
- Guiding Principles
- Blueprint Conceptual Scope
- Project Timing & Phases
- Iterative Approach
- Cost Model
- Resource Commitment

Project Objective

- Modernize core legacy vehicle and driver systems functionality and technology
- Iterative, risk-managed approach
- Replace CARATS functionality and deliver “To-Be” Requirements for Financial Responsibility within the initial 36 month term of the contract
- Single prime Contractor to deliver all the services, technology, tools and functionality described

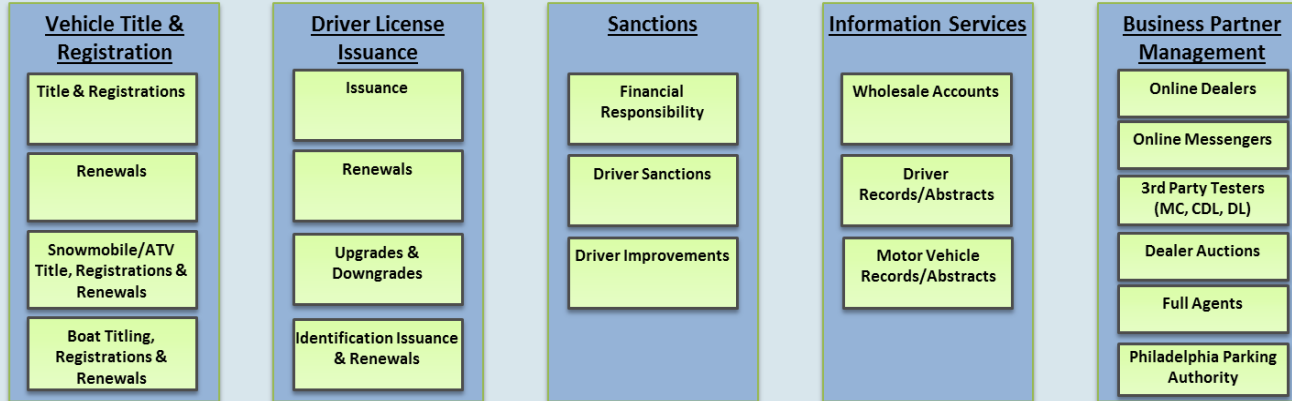
▶ Guiding Principles

- **Strong Foundation** – Build a robust technical foundation to enable delivery of the PennDOT Vision for Driver and Vehicle Services.
- **System Agility** – Our technology must enable flexibility and scalability, resulting in quick and efficient response to new and emerging business needs, including legislative mandates. PennDOT seeks to implement a highly modularized system built with a robust API framework to ensure maintainability in the future.
- **Systematic, Iterative Change** – Change will be guided by systematic iterative road maps and agile project management strategies avoiding high risk “big bang” waterfall projects.
- **Skills Availability** – The skills necessary to maintain and enhance our systems must be available now and 15 years into the future.
- **Security** – Data is protected from internal and external unauthorized access or disclosure.
- **Department of Conservation and Natural Resources (DCNR) & Fish and Boat Commission (FBC)** – Integrate the titling and registration of snowmobiles, ATVs and boats into the MVDLS system to improve program effectiveness and operational efficiency.

▶ Blueprint Conceptual Scope

Business Systems – Commonwealth Automated Reg. and Titling System (CARATS), Financial Responsibility (FR), Driver Licensing & Control (DL&C)

In Scope – Functions to be delivered with solution



Business Systems
Subsystems and functionality which are specific and unique to each business area.

Foundation Systems

Correspondence, Forms & Document Composition
Data Conversion
Workflow Management
Rules Engine
Fee Accounting
Scheduling

In Scope – Functions to be delivered with solution

Transaction Management
Inventory Management
External Interfaces
E-Gov (Web Center)

In Scope - Partial Functionality Exists – Additional Functionality to be Delivered

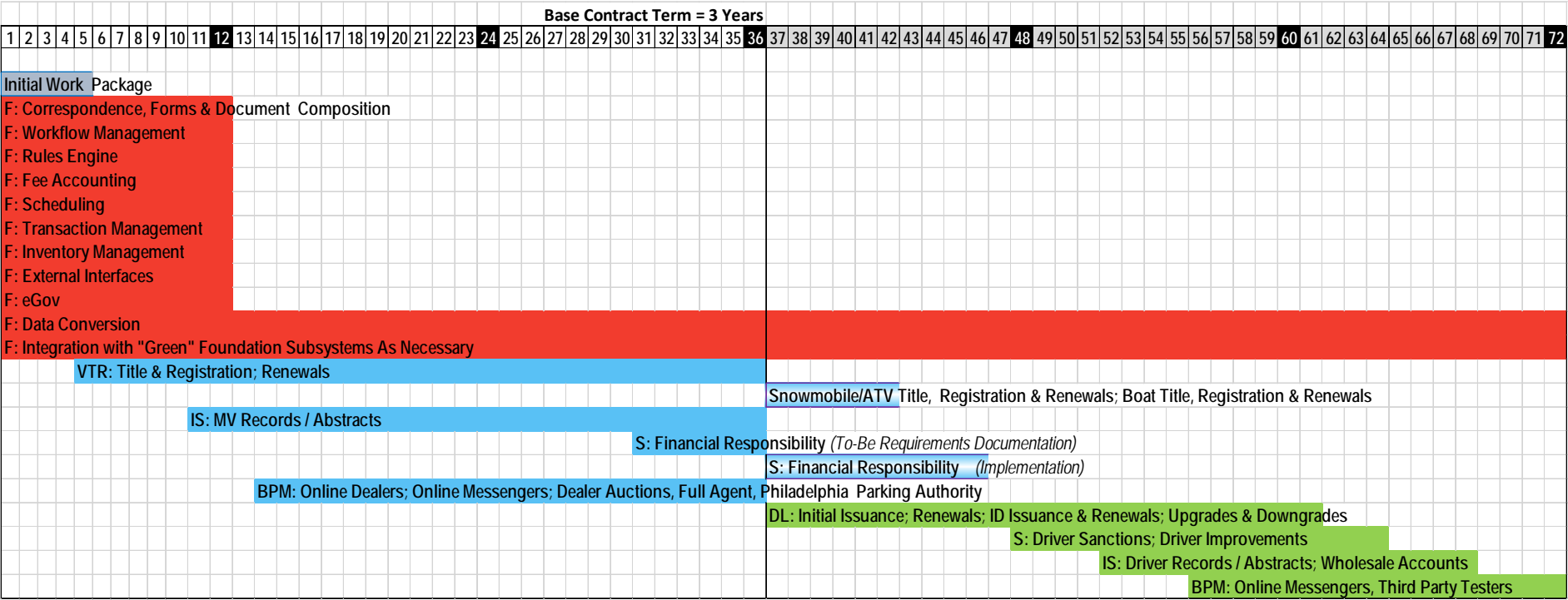
EDMS
BI/BW & Reporting
Physical Print Center
Identity and Access Management
IVR/Call Center

Out of Scope – New Solution Integrates with Existing Function

Foundation Systems
Subsystems and functionality which are commonly required by most business areas. Subsystems in this layer may be purchased as “off-the-shelf” products (COTS) or custom developed.



Project Timing & Phases



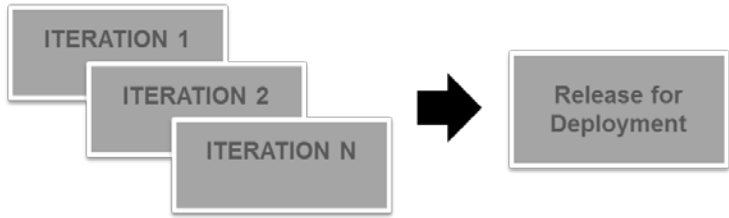
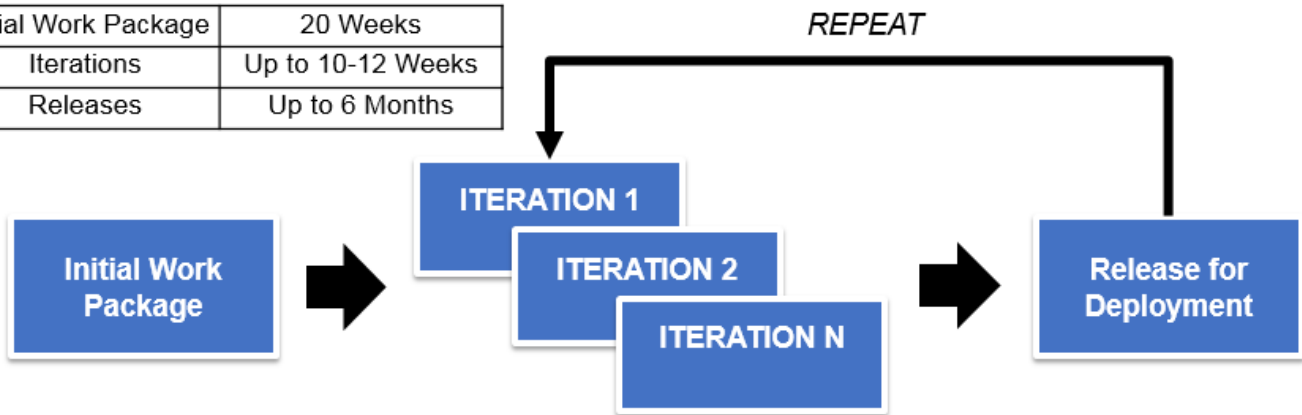
Notes / Assumptions:

1. All Motor Vehicle and Financial Responsibility systems functionality (CARATS and FR) implemented by month 36
2. Initial Work Package includes full Requirements Analysis for CARATS and FR systems functionality
3. Up to ten (10) to twelve (12) weeks per Iteration
4. Multiple (2-4) iterations per Release
5. Up to six (6) months per Release
6. Each iteration includes deliverables as noted in Task Section III-6 of RFQ
7. Foundation elements are implemented in the first 12 months such that they can be leveraged by subsequent implementations, with a reasonable level of configuration or customization.
8. Financial Responsibility is partially implemented by month 36 (To-Be Requirements Document only) - PennDOT reserves the right to modify this approach
9. Integration with external systems is within scope of Functional Iterations.



Iterative Approach

Initial Work Package	20 Weeks
Iterations	Up to 10-12 Weeks
Releases	Up to 6 Months



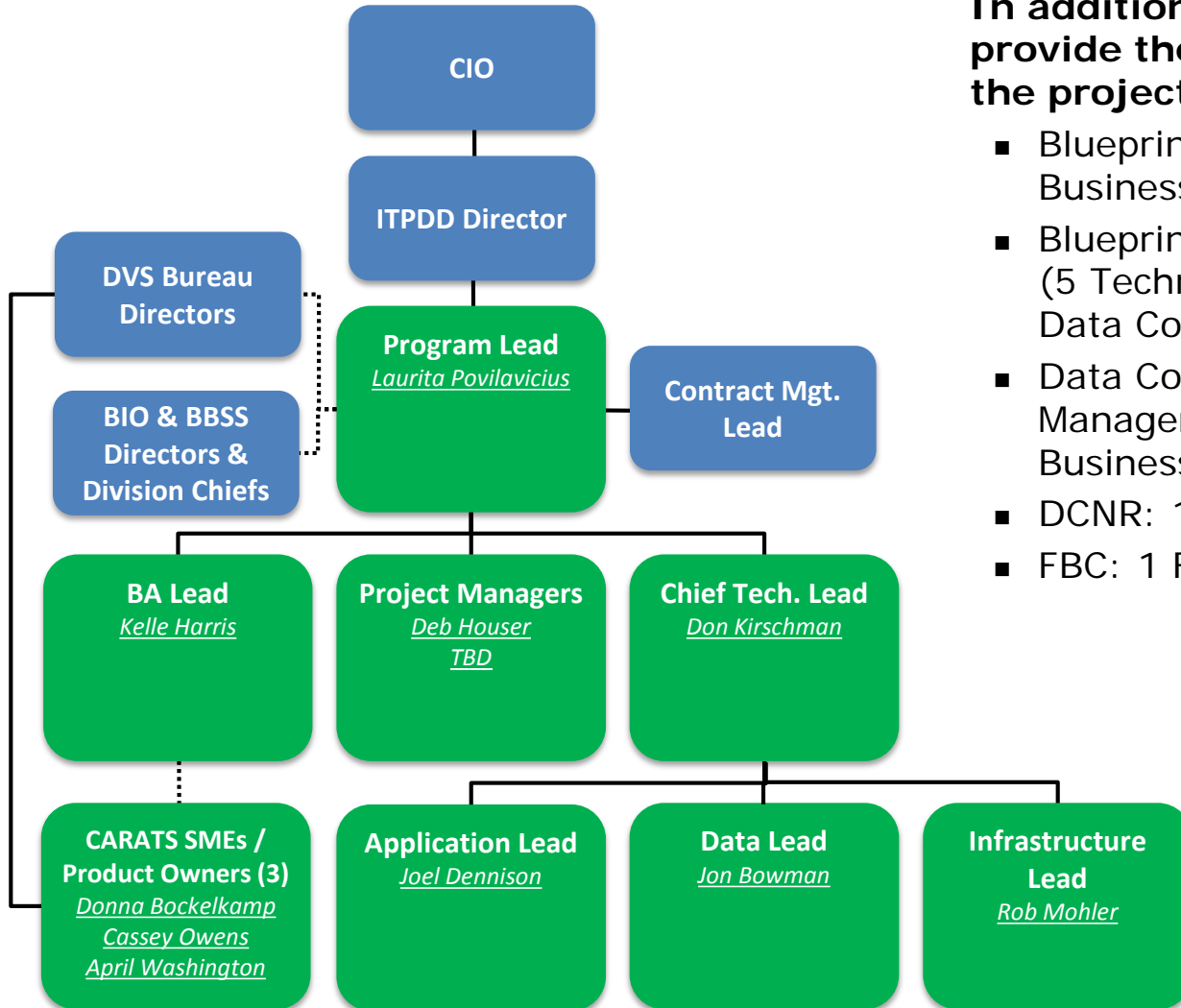


▶ Cost Model

- **Itemized Costs** tab - All positions/roles on your team (not individuals). If you allocate 5 Sr. Business Analysts to the project, you need only denote Sr. Business Analyst on the “Itemized Costs” tab (for each year to which that role applies).
- **Task Costs** tab - An accounting of how many hours each position/role will spend delivering the Project Phase of the MVDLS Solution. Project Phases include the Initial Work Package and correlate to the Blueprint.
- **Task and Deliv Cost** tab – A breakdown of the Task Costs (Project Phases) into anticipated Releases, per the Iterative approach. Contractors must manually confirm that the Release costs for a given Project Phase add up to the Total Cost from the Task Costs tab. The “Sum of Phase Iterations” field is provided as an aid in that confirmation.

Resource Commitment

PennDOT minimally commits the resources denoted in the organization chart below.



In addition, PennDOT intends to provide the following resources for the project:

- Blueprint Business Layer: 1-2 Business FTEs per Subsystem
- Blueprint Foundation Layer: 8 FTEs (5 Technical, 3 Business) excluding Data Conversion
- Data Conversion: 1 Full Time Project Manager, 3 Technical FTEs and 2 Business FTEs
- DCNR: 1 Full Time SME
- FBC: 1 Full Time SME

Note: Named resources will have full time assignment to the project. PennDOT reserves the right to replace named resources with equivalent resources at any time during the project.

PA Department of General Services Small
Diverse Business (SDB)/Small Business (SB)
Requirements
and
PA Department of Transportations Diverse
Business (DB) Good Faith Efforts Requirements

Prepared for

Modernized and Vehicle Driver License System

Preproposal Conference

June 28, 2017

Two-Phased Screening

- **Phase I:** Proposals will be scored in accordance with the Commonwealth's Small Diverse Business (SDB) and Small Business (SB) Participation criterion which constitutes 20% of the total number of points allocated for the RFP.
- **Phase II:** The apparent successful offeror's Good Faith Efforts to solicit Diverse Business (DB) participation in subcontracting will be reviewed in accordance with Act 89 of 2013 which amended Section 303 of Title 74 of the PA Consolidated Statutes.

Department of General Services (DGS) Definitions

Small Diverse Business (SDB):

Small businesses that are owned and controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

Small Business (SB):

Businesses that are independently owned, not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues, except information technology sales or service businesses who produce \$25 million in gross annual revenue.

Finding DGS Small Diverse Businesses (SDB) and Small Businesses (SB)

A list of Small and Small Diverse Businesses can be found in the online, searchable database for **Pennsylvania Small & Small Diverse Businesses** at www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx.

Be sure to check the box to “Only return Small Diverse Businesses (MBE, WBE, VBE, SDVBE, DOBE, LGBTBE)” when searching for Small Diverse Businesses by business type or UNSPSC Codes; otherwise, leave the box unchecked to return *all* Small Businesses, including Small Diverse Businesses.

Diverse Business (DB) Participation Program

- Created by Act 89 of 2013
- Applies to 100% state-funded (non-federally funded) projects.
 - Construction
 - Professional Services
- Applicable to PennDOT, the PA Turnpike, and Local Transportation Organizations

Diverse Business Program (cont.)

- All Diverse Businesses must be certified by a third-party certifying organization and verified by PennDOT.
- PennDOT may grant conditional approvals for diverse businesses designated for use by the apparent successful offeror if any DB has not been verified as a DB at the time of selection.

Diverse Business Program (cont.)

- Subcontracting commitment to a DB becomes a contractual obligation.
- Good Faith Efforts (GFEs) required throughout the life of project.
- Although documentation is due seven (7) calendar days after notification to apparent successful offeror, the work to solicit DBs must be performed when the proposal is being developed.
- Refer to the Diverse Business Participation Appendix for requirements

Diverse Business Program (cont.)

- Third-party certifying organizations include, but are not limited to:
 - National Minority Supplier Development Council for a Minority Owned Business
 - Women’s Business Enterprise Council for a Woman Owned Business
 - Small Business Administration for a Small Business Enterprise
 - Department of Veteran Affairs for a Veteran Owned Small Business or a Service-disabled Veteran-owned Small Business
 - Pennsylvania Unified Certification Program for a Disadvantaged Business Enterprise

Good Faith Efforts

- Examples:
 - Soliciting DB firms or potential DB firms that can be conditionally approved.
 - Selecting portions of the work to be performed by DBs.
 - Provide DBs with sufficient bidding information and adequate time to respond.
 - Negotiating in good faith with DBs.

Good Faith Efforts (cont)

- DBs not rejected without sound reasons based upon their capability.
- Efforts to assist DBs in obtaining equipment, supplies, materials, or related services.
- Track record of firm.
- Not required to accept unreasonable or excessive fees.

Procedures

A list of DBs or potential DBs that can perform the work or a portion of the work in the location of the project is available by searching:

- PennDOT's Engineering and Construction Engineering System (ECMS)
<http://www.dot14.state.pa.us/ECMS/>
- The PA Unified Certification Program (PA UCP) website www.paucp.com

Procedures

- Potential DBs should be encouraged by the Prime to submit a Non-ECMS Diverse Business Verification form (EO 386) to PennDOT's Bureau of Equal Opportunity to be verified as a DB
- Verified DBs must register in ECMS as a Business Partner to do business with PennDOT and to be visible by Primes seeking to subcontract their services
http://www.dotdom2.state.pa.us/ecms/BP_Reg/index.html
- To facilitate the documentation of the good faith efforts, the apparent successful offeror is required to use the Successful Offeror's Intent to Subcontract Statement Form (EO 387)

Small Diverse Business (SDB), Small Business (SB) and Diverse Business (DB) Participation Overlap

Programs will be administered independently;
however:

- Offerors may receive credit for utilization of the same business under both the DGS program and PennDOT's program
- Some businesses may qualify under one program but not under the another

Questions?

- PennDOT Diverse Business Contact Information
Planning, Research, Development and Title VI Section
Bureau of Equal Opportunity
Phone: 717-787-5891
Email: pd-non-ecms-db@pa.gov
- DGS Small Diverse Business and Small Business Program Contact Information
Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
Phone: 717-783-3119
Email: RA-BDISBOVerification@pa.gov

Pre-Proposal Conference

RFQ 6100041671

**Modernized Vehicle and Drivers License System
(MVDLS)**

Issuing Officer: Holly Zeiders

Issuing Agency: PennDOT

June 28, 2017

8:30 AM

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

Audrey Smith
Procurement Liaison

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

Request for Proposal (RFP) : Format and Template

RFP Small Diverse (SDB) and Small Business (SB) Components:

Part I: General Information

- SDB/SB Eligibility and Program Information

Part II: Criteria For Selection

- SDB/SB Evaluation Criteria

Part V: Small Diverse and Small Business Participation Submittal

- Contractual obligations resulting from SDB/SB Submittal

Appendix II: Small Diverse Business and Small Business Participation Submittal Form

Appendix JJ: Small Diverse and Small Business Letter of Intent

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to know – Part I?

Program designed to encourage participation of Small Diverse (SDB) and Small Businesses (SB) in state contracting

- A Small Business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.
- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business, service-disabled veteran-owned business, LGBT owned or disability-owned business enterprise.

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to do – Part I?

- Consider subcontracting opportunities available for small diverse and small businesses
- Search the DGS database of SDBs and SBs and identify SDB/SB business partners for opportunities and inclusion
- Complete and submit with your proposal two (2) paper copies of the following:
 - SDB/SB Participation Submittal Form
 - Small Diverse Business Letter of Intent

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

How do I find SDBs and SBs?

To search all DGS-verified SDBs and DGS-certified SBs, visit the DGS website at:

<https://www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx>

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

SDB / SB Participation Submittal

**APPENDIX II
SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB)
PARTICIPATION SUBMITTAL**

Project: RFQ# 6100041671 – MODERNIZED VEHICLE AND DRIVER LICENSE SYSTEM

Offeror Firm: _____

Offeror Contact Name: _____ Email: _____

OFFEROR INFORMATION:

Is your firm a DGS-Verified Small Diverse Business? Yes No (MUST check one)

Is your firm a DGS-Self-Certified Small Business? Yes No (MUST check one)

SUBCONTRACTING INFORMATION:

Percentage Commitment for SDB and SB Subcontracting Participation

After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Offeror commits to the following percentages of the total contract cost for Small Diverse Business and Small Business subcontracting participation.

Small Diverse Business Subcontracting percentage commitment:

_____ % _____ Percent
(Figure) (Written)

Small Business Subcontracting percentage commitment:

_____ % _____ Percent
(Figure) (Written)

Listing SDB and SB Subcontractors

The Contractor must list in the chart below the SDBs and SBs that will be used to meet the percentage commitments provided above. Include the SDB/SB firm name, SDB or SB designation, SDB/SB Primary Contact Information, a description of the service or supplies the SDB/SB will provide, fixed percent of total contract cost committed, estimated dollar value of each commitment, and an indication as to the Contractor's intent to utilize the SDB/SB subcontractor for contract options or renewals. Include as many pages as necessary. Contractor must also include a Letter of Intent as indicated in RFQ Part V, Section V-2 for each SDB/SB listed.

SDB/SB Name	SDB or SB	Primary Contact Name & Email	Description of Services or Supplies to be provided	% of total Contract Cost Committed	Estimated \$ value of Commitment	Will SDB/SB be used for options/renewals? (yes/no)

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

SDB / SB Letter of Intent

APPENDIX F SMALL DIVERSE AND SMALL BUSINESS LETTER OF INTENT

[DATE]

[SDB/SB Contact Name]
Title
SDB/SB Company Name
Address
City, State, Zip]

Dear [SDB/SB Contact Name]:

This letter serves as confirmation of the intent of [Contractor] to utilize [Small Diverse Business (SDB) or Small Business (SB)] on RFQ [RFQ number and Title] issued by the [Commonwealth agency name].

If [Contractor] is the successful vendor, [SDB or SB] shall provide [identify the specific work, goods or services the SDB/SB will perform] during the initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below: [identify the specific time periods during the initial contract term and any extensions, options and renewals when the component work, goods or services will be provided or performed.]

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Contractor's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB or SB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB/SB] represents that it meets the small or small diverse business requirements set forth in the RFQ and all required documentation has been provided to [Contractor] for its SDB/SB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small business or small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Contractor Name
Title
Company
Phone number

SDB or SB Name
Title
Company
Phone number

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to know – Part II?

Raw score will be calculated by crediting commitments to SDBs and SBs in accordance with percentages proposed.

$$\text{SDB/SB Raw Score} = 200 (\text{SDB}\% + (\text{SB}\% \times 1/3))$$

- SDBs are already qualified as a SBs, therefore SDB Proposers are eligible to receive 100% of the SDB/SB points
- Proposer submitting the highest scoring SDB/SB Participation Submittal will receive all available points, with other Proposers' raw scores adjusted pro rata

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

How is the SDB/SB Submittal Scored?

Scoring Examples:

Scenario	Score
<u>Proposer 1:</u> SDB Prime • 100% SDB Score = $200(1 + (1/3 \times 0))$	200 points
<u>Proposer 2:</u> SB Prime, with SDB Commitment • 100% SB; 15% SDB Commitment Score = $200(.15 + (1/3 \times 1))$	96.67 points
<u>Proposer 3:</u> Non-SDB/SB Prime, with SDB/SB Commitments • 15% SDB Commitment; 10% SB Commitment • Score = $200(.15 + (1/3 \times .10))$	36.67 points

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to know – Part V?

- Contract commitments made to SDBs/SBs become contractual obligations upon contract execution
- Selected Proposer must submit a final, executed subcontract for each SDB/SB named within 30 days of contract execution
 - SDB/SB subcontractors must perform 50% of the work subcontracted to them
 - If subcontract cannot be achieved, Selected Proposer must notify BDISBO
- Individual percent commitments cannot be altered without written approval from BDISBO
- All SDB/SB commitments must be maintained if the contract is assigned to another prime contractor.
- Selected Proposer must complete quarterly utilization reporting, tracking progress in meeting commitments
- Selected Proposer must contact BDISBO if circumstances arise that may affect the ability to comply with contract commitments

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What's New?

- Consideration for and inclusion of Small Businesses as prime contractors and subcontractors in addition to Small Diverse Businesses in scoring
- Simple, consistent template form for SDB/SB submittal supported by executed Letters of Intent
- DGS issued SDB/SB certificate not required with submittal

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

Contact Information:

Bureau of Diversity, Inclusion and Small Business
Opportunities (BDISBO)

Telephone: (717) 783-3119

Audrey Smith, Procurement Liaison

E-Mail: audresmith@pa.gov

717-346-8105



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