This is an amendment to Request for Proposal (RFP) RFP-2015-0219 issued by the Washington State Department of Transportation for Safety Inspection, Incident and Reporting Software, Maintenance, and Support.

Executive Summary:

This document is prepared by the Washington State Department of Transportation (WSDOT) and shall serve as the sole official reply to Vendor Questions submitted in response to RFP-2015-0219 released on March 12, 2015.

Questions and responses are numbered for ease of reference only and are in no particular order or priority. Questions and comments have generally been stated as they were received except that some questions have been modified to maintain vendor confidentiality or to reduce redundancies. The answers may only explain or clarify some aspect that is already addressed in the RFP. It is important that Vendors review all questions and answers.

Vendor Questions and Official Answers

1. QUESTION: In Section 3.4, bulletpoint 3.4.2 says that our signed Certifications and Assurances should be submitted separately from our electronic response. Section 3.5, Delivery of Response, states that our responses should be submitted via email. Please advise if our responses should be sent via email, via mail, or if you need both a hard and electronic copy of our responses.

   ANSWER: Responses should be submitted via email to missildj@wsdot.wa.gov. Appendix A, Certifications and Assurances should be mailed to RFP Coordinator, as stated in Section 3.1.

2. QUESTION: In Section 3.4, bulletpoint 3.4.7 states that pages must be numbered consecutively within each section of the Response showing Response section number and page number. Please clarify the requirement that each section of the response much show the Response page number.

   ANSWER: The response must reference the section and page number. For example: Section ____, Page ____.
3. QUESTION: In section 5.4, bulletpoint 5.4.5 does not have a question/statement for us to respond to. Please clarify if this is a type or if there is a question/statement that we need to respond to.

   ANSWER: This subsection identifies how Vendor should response to sections marked with M, Mandatory requirements (M),

4. QUESTION: Approximate number of records in the current (Compliance Suite) system.

   ANSWER: 20,000

5. QUESTION: Approximate # and total file size of attachments in current system

   ANSWER: 0 in current system.

6. QUESTION: Approximate number of WSDOT Employees.

   ANSWER: 7000

7. QUESTION: Currently there are approximately 30 users of Compliance Suite. Can you please break out the number of users by function:

   Safety Office Technology Administrators - 5
   Safety Managers – Data entry and reporting
   Supervisors

   Others?

   ANSWER:  
   Safety Office Administrators - 3
   Safety Managers/Officers 17
   IT Support (Administrator) – 2
   Workers Compensation data entry (days away/restricted duty) – 5

8. QUESTION: Is WSDOT currently tracking OSHA rates and producing corresponding reports through Compliance Suite?

   ANSWER: We are currently using data from Compliance Suite and producing the reports in Excel.

9. QUESTION: Could you please provide us with an estimated amount of incidents that WSDOT handles annually?
ANSWER: Approximately 3,000. This includes all injuries, near misses and motor vehicle incidents.

10. QUESTION: Page 10, section 3.18 mentions we should fill out the Veterans Affairs form (Appendix I) but we did not see an Appendix I in the RFP. Could you please let us know where we can find this? Also, we noticed in the RFP there is an Appendix A, B, C, D and E, but didn't see F, G, or H. We just want to make sure we're not missing anything in the RFP.

ANSWER: See amended section 3.17. No, there is not an Appendix F, G or H.

11. QUESTION: Can you please identify the number of users you anticipate will need access to the system. (supervisors, managers, safety professionals, repair staff, etc..)

ANSWER: 7000 – all employees.

12. QUESTION: To be logged into the system on an annual basis, can you please estimate the number of:
   - audits
   - inspections
   - incidents

ANSWER:
   0 - audits (see Inspections)
   3000 - Inspections
   3000 - Incidents

13. QUESTION: As a potential alternative option to SSO and individual licenses for all potential WSDOT employees in the system – would WSDOT be open to a portal link option with unlimited users and users are identified by entering their employee ID number rather than Single Sign on? We ask this as it may prove a more cost effective solution for WSDOT and wanted to see if this was a viable option for consideration.

ANSWER: No. Federated-Single-Sign On as stated in requirement 4.9.10 is an enterprise standard especially useful to large organizations such as WSDOT to reduce or eliminate user ID/password management for disparate software offerings that it provides to its staff. WSDOT expects to purchase a product designed for large organizations like itself with this feature.

14. QUESTION: Section 1.5 – Funding – Please confirm that the $100,000 budget for this “contract” is for year 1 of the engagement or year one plus option years 2-6.
ANSWER: Correct. The $100,000 budget is for the first year of engagement.

15. QUESTION: Please confirm there is no claim handling / adjudication (reserving / making claim payments) anticipated to be conducted in the system. Is there an expectation of the system to export incident details to any claim handling system or vendor?

ANSWER: No claim handling/adjudication etc.

16. QUESTION: Since DOT is considering both vendor hosted and DOT hosted solutions; will internal DOT Information Technology (IT) costs to support a DOT hosted solution be included in the Financial Score of each vendor proposing DOT hosted? Is there a preference of DOT vs Vendor hosted solutions?

ANSWER: No, hosted solution cost is not included in the Total Cost or Financial Score. There is not a preference of a DOT vs Vendor hosted solution.

17. QUESTION: Section 5.3.2 – For the nightly feed of employee data; where is this data housed? In what format can it be exported to the successful vendor?

ANSWER: All Washington State Employee data is managed by the Washington State Department of Enterprise Services (HRMS). Nightly WSDOT already extracts employee data from HRMS for various uses by WSDOT internal systems. Common formats used by the Agency include XML and CSV. Already available vendor supplied APIs to import employee data may be acceptable.

18. QUESTION: Are there any other historical data points for conversion or interfaces not identified in this RFP?

ANSWER: Identified historical data points for conversion are associated with historical incidents, historical inspections and investigations. Interfaces needed by the software are to keep current our list of active employees and our list of active equipment. No other data points or interfaces are presently anticipated.

19. QUESTION: Section 5.3.15 – Can you please identify the desired BLS forms/reports so we may fully understand the scope of effort.

ANSWER: Please see attached Appendix G, BLS survey.

20. QUESTION: Regarding those items marked in Section 5.4.D as Desirable – Should these be included in proposal pricing or simply each vendor is to respond to confirm ability to accommodate should DOT elect these items in the future?

ANSWER: No do not included in the price proposal. Vendor is to confirm ability to accommodate.
21. QUESTION: Is there to be a conversion of the historical data in your current solution. How many total records does this include? In what format can this data be provided? Are there attachments / documents?

   ANSWER: Yes, we intend to migrate as many data fields as possible from the old system, and expect to capture as much information about each historical recorded incident report, inspection report and investigation report as possible.

22. QUESTION: Section 3.4.3, says vendor must respond to each questions/requirement contained in Sections 3-6 of this RFP. What does section 3-6 refer to?

   ANSWER: Section 3, Section 4, Section 5 and Section 6.

23. QUESTION: In Section 5.19, what are the different type of inspection checklists?

   ANSWER: Field and Facility

24. QUESTION: Is it a mandatory functional requirement for the solution to have offline access through offline application that runs on Ipad or Android devices?

   ANSWER: No. Specialized employee safety software installed on the device is not mandatory. There may be circumstances where it might be useful; see requirement 5.4.3.

25. QUESTION: We understand that the system will be interfacing with Active directory services. Are there any other 3rd Party applications that it should integrate with? If so, what it is the application, what frequency?

   ANSWER: No.

26. QUESTION: How many years of data, how many historical records for each application would require vendor to import?

   ANSWER: 15 years, approximately 20,000 total records

27. QUESTION: Can the vendor provide additional content as an appendix apart from the response to the RFP in the desired format?

   ANSWER: Yes.

28. QUESTION: What are the different types of incidents?

   ANSWER: Injury, Near Miss and Vehicle
29. QUESTION: Is there any chance we can have this extended by a day or two as a special consideration?

ANSWER: No, see Section 2.

This RFP is amended as follows:

1. Section 3.1, RFP Coordinator (Proper Communication), is replace in its entirely with the follow:

   3.1 RFP Coordinator (Proper Communication)

   Upon release of this RFP, all Vendor communications concerning this solicitation must be directed to the RFP Coordinator listed below. With the exception of the Office of Minority and Women’s Business Enterprises, unauthorized contact regarding this solicitation with other state employees involved with the solicitation may result in disqualification. All oral communications will be considered unofficial and non-binding on the State. Vendors should rely only on written statements issued by the RFP Coordinator.

   All Responses shall be emailed to the RFP Coordinator.

   Jolena Missildine, CCM, CPPB, RFP Coordinator
   Phone: (360) 705-7648
   Email: missildj@wsdot.wa.gov

   All Responses shall be addressed to the attention of the RFP Coordinator in the following manner:

   Vendor’s Appendix A, Certifications and Assurances shall be mailed to the attention of the RFP Coordinator in the following manner:

   If using US Postal Service:    If using UPS, FedEx, etc
   WSDOT                    WSDOT
   Administrative Contracts Office  ACO
   P.O. Box 47408            310 Maple Park Ave SE 2B1
   Olympia, WA 98504-7408     Olympia, WA 98504-7408

2. Section 3.18, Veteran-Owned Business Enterprise, is replaced in its entirely with the follow:

   WSDOT also strongly encourages participation of businesses owned by veterans. Vendors who are registered with the Washington State Department of Veterans Affairs are encouraged to identify the participating firm on Appendix 4F. No minimum level of
veteran-owned business participation is required as a condition of receiving an award and no preference will be included in the evaluation of Responses in accordance with chapter 43.60A RCW. For questions regarding the above, contact the Washington State Department of Veterans Affairs at (800) 562-0132.

3. Appendix F, *Veteran-Owned Business Enterprise*, is attached and incorporated into this RFP.

4. Appendix G, *BLS Survey*, is attached and incorporated into this RFP.

**ALL OTHER TERMS AND CONDITIONS OF THIS RFQQ REMAIN IN FULL FORCE AND EFFECT.**