REQUEST FOR PROPOSALS FOR

Open End Contract
Geographic Information System Services Provider

ISSUING OFFICE
Pennsylvania Turnpike Commission
Information Technology Department

RFP NUMBER

04-133-2969

DATE OF ISSUANCE

November 17, 2004
REQUEST FOR PROPOSALS FOR
Open End Contract
Geographic Information System Services Provider

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PART 1

GENERAL INFORMATION FOR CONTRACTORS

I-1 Purpose and Scope. This request for proposals (RFP) provides interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) for full-service geographic information system consulting services. This RFP also contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-2 Issuing Office. The issuing office for this Request for Proposal (RFP) is the Pennsylvania Turnpike Commission, Information Technology department (PTC/IT). The issuing office is the sole point of contact in the Commission for this RFP.

The Information Technology (IT) department is responsible for the planning and support of the Commission’s enterprise technology solutions including Mainframe, Local Area Network, Wide Area Network, Desktop Technology, Network Infrastructure and Telecommunications initiatives. It is also responsible for various other Commission computer services and business systems such as Intelligent Transportation Systems (ITS), Electronic Toll Collection (ETC), Financial & Material Management Systems, Geographic Information Systems (GIS), Enterprise Security and Enterprise Business Continuity. In addition, the IT department is responsible for IT funding, policy and acquisition strategies. As part of IT acquisition strategies, the department supports and manages a number of vendor services contracts.

The IT Project Manager designated for this effort is:

Mr. Stephen M. Husic
Manager of Information Systems Development
Information Technology Department
Central Administration Building, 2nd Floor
700 South Eisenhower Blvd.
Middletown, PA 17057
Phone: (717) 939-9551 x5445
Email: shusic@paturnpike.com

All questions pertaining to this project must be directed to Mr. Husic.

Alternate IT Project Management and Contact will be:

Mr. Timothy S. Delp
Director of Technology Planning & Standards
Information Technology Department
(717) 939-9551 x4430
Email: tdelp@paturnpike.com
I-3  **PTC Overview.** The Pennsylvania Turnpike is a key transportation route within the state of Pennsylvania and a vital link in the network of the eastern United States. The Turnpike is currently 531 miles in length with 59 fare collection facilities, 21 maintenance facilities, 5 tunnels, 8 State Police barracks, 21 service plazas and two traveler information centers and we handle a traffic volume of approximately 500,000 vehicles per day, 13% of which are commercial vehicles. The Commission currently employs approximately 2,200 people, 80% of whom are bargaining unit members, and has approximate annual revenues of $500 million dollars.

I-4  **Problem Statement.** The Commission, as an enterprise, has undergone tremendous growth and rapid changes in the area of enterprise information technology over the past four or five years. During that time period, one area where a significant investment in technology was made was in the implementation of the Commission’s Geographical Information System (GIS) and related systems and business systems interfaces.

GIS is a computer-based tool used for mapping and analyzing data and activities on the earth. The Commission’s GIS system has the ability to access Commission data assets that can then be viewed and displayed geographically, via a map.

Some of the tasks that were accomplished in regards to the development of the Commission’s GIS system included the following:

- GIS system software and data implemented, including aerial mosaics with line work circa 1980, AutoCAD line work, county boundaries, state legislative districts, etc.
- Designed, developed, implemented, integrated and geographically enabled:
  - PTC Signs application
  - PTC Collision Analysis Reporting System (CARS)
- Integrated and geographically enabled enterprise business systems such as:
  - Computer Aided Dispatch System (CADS)
  - Roadway Asset Management System (RAMS), including Bridge Log
  - Capital Planning/Project Reporting System (CP/PRS)

The problem that the Commission is currently experiencing, in regards to it’s GIS system, is that the GIS system software has not been upgraded in several years and the software level that the Commission’s software is currently operating at will soon be unsupported by the vendor. The Information Technology department currently has no qualified GIS technical resources on staff with the proper knowledge and skill sets to upgrade the existing system to current levels. Also, because of the lack of qualified resources, the IT staff is significantly limited in their ability to properly support the existing day-to-day operational GIS environment and additionally provide/perform design, development and implementation services for any new GIS initiatives. The IT department previously fulfilled these requirements through an open end GIS services contract that has expired.
I-5 **Project Goals.** The project goals are:

Retain a qualified Geographic Information System (GIS) service provider, under an Open End agreement, to assist the Commission’s Information Technology department in accomplishing the following business objectives related to the Commission’s technology investment in its GIS system:

- Perform the necessary tasks to get the Commission’s GIS system platform upgraded to the most current software version, including all related systems and/or interfaces.
- Develop a GIS Maintenance Plan that allows the Commission to keep its GIS system operational in an efficient and cost effective manner.
- Convert the Commission’s existing GIS coordinate system to a standardized system.
- Perform Legislative district re-apportionment.
- Integrate new aerial mosaics.
- Provide important GIS-related day-to-day operational support activities to critical operational systems such as the Commission’s Computer Aided Dispatch System (CADS).

Also, provide the IT department with the GIS technical resources necessary to react to and accommodate the various anticipated GIS business needs of the enterprise. Specific business needs will be identified and approved through the Commission’s Technology Investment Review Council (TIRC) enterprise technology investment processes. I.T. will then utilize this open end agreement, through the assignment of work orders, to accomplish the various projects and initiatives that get approved. Examples of anticipated projects/initiatives that may get approved are as follows:

- GIS customization to accommodate individual departmental needs.
- GIS integration with new Enterprise Resource Planning system.
- Web/intranet deployment.
- Citrix Presentation Server deployment.
- ITS and incident management project support.
- GIS integration of potential new roadway management business systems including:
  - Overweight Permit Rating Analysis Program (OPRAP),
  - Access Gate Database/Log,
  - Tunnel Maintenance Database/Log,
  - Pavement Management Program,
  - Utility Database/Log,
  - Attenuator Database/Log

I-6 **Prime Contractor Responsibilities.** The selected contractor will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected contractor to be the sole point of contact with regard to contractual matters.

I-7 **Subcontracting.** Any use of subcontractors by a contractor must be identified in the quote. During the project period use of any subcontractors by the selected contractor, that were
not previously identified in the quote, must be approved in writing by the Commission prior to any work being done.

A firm that responds to this solicitation as a prime may not be included as a designated sub consultant to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated sub consultant to more than one prime consultant responding to the project advertisement.

### I-8 Minimum Contractor Background Checks

The contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commission IT facilities, either through on-site access or through remote access. Background checks are to be conducted via the Request for Criminal Record Check form and procedure found at [http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf](http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf). The background check must be conducted prior to initial access and on an annual basis thereafter.

Before the Commission will permit access to the contractor, the contractor must provide written confirmation that the background checks have been conducted. If, at any time, it is discovered that a contractor employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the contractor shall not assign that employee to any Commission facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the agency consents to the access, in writing, prior to the access. The agency may withhold its consent in its complete discretion. Failure of the contractor to comply with the terms of this paragraph may result in default of the contractor under its contract.

### I-9 SERB Participation

Prime Contractors are encouraged to utilize SERB vendor participation in their proposed solution. The Commission, however, will not be applying any additional advantage to contractors, who submit proposals, who are either qualified SERB vendors or who utilize a SERB vendor as a subcontractor for this particular RFP.

### I-10 Resources

The Commission will provide, as necessary, a work area within the designated work location for the selected contractor resource(s) along with access to a Commission standard personal computer system(s) and Commission standard desktop software. The Commission will also provide all required GIS-based licensed software and equipment. The contractor will be responsible for providing any other needed equipment, desktop software, tools, supplies, clerical assistance and/or administrative support.

The primary work location and location for project coordination will be:

PA Turnpike Commission  
Central Administration Building, 2nd Floor  
700 South Eisenhower Blvd.  
Middletown, PA 17057
I-11 Commission Participation. Unless specifically noted in this section, contractors must provide all services to complete the identified work.

I-12 Commission Policies, Procedures and IT Code of Professional Ethics. The contractor awarded this contract will be responsible for adhering to all applicable Commission Policies and Procedures including, but not limited too, the Commission’s policies on Electronic Communications Acceptable Use and Sexual Harassment and Sexual Discrimination. Contractor staff will also be responsible for adhering to the IT Department’s Code of Professional Ethics. These policies and procedures will be provided to the contractor and their resources prior to commencement of actual work under this contract. Violation of any of these policies and procedures by the contractor resources, while performing work under this contract, may result in immediate termination of the contract.

I-13 Enterprise Technology Standards, Policies, Procedures and Architecture. The contractor awarded this contract will be responsible for adhering to all applicable Commission enterprise technology policies, standards and procedures including, but not limited too, the Commission’s logical, physical, communications, security, data and information systems develop architectures. The contractor will also be responsible for adhering to the Commission’s IT governance best practices including, but not limited too, best practices in the areas of project management, change management, systems management and portfolio management. These standards, policies, procedures and best practices will be provided to the contractor and their resources prior to commencement of actual work under this contract.

I-14 Information Handling. The nature of this project requires handling of sensitive information. All staff assigned to the project by the selected contractor will be required to sign a confidentiality statement to ensure this information is not used by the selected contractor or given to another contractor for the purpose of competitive advantage in current and future business activities with the Turnpike Commission. The selected contractor is responsible for ensuring that adequate measures are in place to minimize the access, copying and distribution of such information during work on this project. The selected contractor is responsible for proper disposal (i.e. shred, surrender) of both hard and electronic working copies of such sensitive information during work on this project, as well as any remaining information upon the completion of the project.

I-15 Proposals. To be considered, contractors should submit a complete response to this RFP, using the format provided in Part III – Information Required From Contractors. Each proposal should be submitted in six (6) copies to the Contract Administration Department. No other distribution of proposals will be made by the contractor. Each proposal page should be numbered for ease of reference and should include index tabs denoting each section. Proposals must be signed by an official authorized to bind the contractor to its provisions and include the contractor’s Federal Identification Number. For this RFP, the proposal must remain valid for at least 60 days. Moreover, the contents of the proposal of the selected contractor will become contractual obligations if a contract is entered into.

Each and every contractor submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice (telefax number: (717) 986-8714) received at the Commission’s address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the contractor chooses to attempt to provide such written notice by telefax transmission, the
Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a contractor or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification, which complies, with the requirements of this RFP.

I-16  **Response Date.** To be considered, proposals should arrive at the address listed below, **on or before 2:00 PM, local time, Wednesday, December 22, 2004.**

**Contract Administration Department**  
**Attn: George Hatalowich**  
**Manager, Contract Administration**  
PA Turnpike Commission (Mailing Address) or PA Turnpike Commission (Land Address)  
P.O. Box 67676 or 700 South Eisenhower Blvd.  
Harrisburg, PA 17106-7676 or Middletown, PA 17057

Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. Proposals received after the response date and time may be rejected. If, due to weather, natural disaster, or any other cause, the Commission office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open, unless the contractors are notified otherwise by the Commission. The time for submission of proposals shall remain the same.

I-17  **Economy of Preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor’s ability to meet the requirements of the RFP.

I-18  **Rejection of Proposals.** The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing contractors.

I-19  **Incurring Costs.** The Commission is not liable for any cost or expenses incurred by contractors prior to issuance of a contract.

I-20  **Pre-proposal Conference.** There will be **NO** pre-proposal conference scheduled for this RFP. Contractors may, however, submit questions that they have about the RFP. **All questions should be directed, in writing, to** Stephen M. Husic, Manager of Information Systems Development, 700 South Eisenhower Blvd., Middletown, PA 17057 or via email at **shusic@paturnpike.com** no later than **Wednesday, December 1, 2004.** All questions and answers will be posted, as an Addendum to the RFP, on the Commission’s Internet web-site at **www.paturnpike.com** **by Wednesday, December 8, 2004.**

I-21  **Addenda to the RFP.** If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the PTC website.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to
maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to assure the RFP complies with any changes in the published advertisement.

I-22 Discussions for Clarification. Contractors who submit proposals may be required to make an oral or written clarification of their proposals to the Commission to ensure thorough mutual understanding and contractor responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-23 Best and Final Offers. To obtain best and final offers from contractors whose proposals are determined by the Commission, in its sole discretion, to be reasonably susceptible of being selected for award, the Commission may (a) enter into discussions; (b) schedule oral presentations; and (c) request revised proposals.

I-24 Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission’s option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing contractors at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

I-25 Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be an open-end, fee for service contract and will contain the Standard contract Terms and Conditions shown in Appendix A. The Commission may in its sole discretion undertake negotiations with contractors whose proposals as to rates and other factors show them to be qualified, responsible, and capable of performing the work.

I-26 Estimated Amount and Term of Contract. The estimated amount and term for this Open End is $300,000 per year for a period of three (3) years. The contract will commence on the Effective Date (as defined below) and will end three years from that date. The Effective Date shall be fixed by the Issuing Office after the contract has been fully executed by the contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-27 Debriefing Conferences. Contractors whose proposals are not selected will be notified of the name of the selected contractor and will be given the opportunity to be debriefed, at the Contractor’s request. The Issuing Office will schedule the time and location of the debriefing. The contractor will not be compared with other contractors, other than the position of its proposal in relation to all other proposals for each criterion for selection.

I-28 News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.
I-29 Contractor’s Representations and Authorizations. Each contractor by submitting its proposal understands, represents, and acknowledges that:

a. All information provided by, and representations made by, the contractor in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.

b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor or potential contractor.

c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor or potential contractor, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.

d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

f. To the best knowledge of the person signing the proposal for the contractor, the contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the contractor in its proposal.

g. To the best of the knowledge of the person signing the proposal for the contractor and except as otherwise disclosed by the contractor in its proposal, the contractor has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the contractor that is owed to the Commonwealth.

h. The contractor is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the contractor cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
i. The contractor has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.

j. Each contractor, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers’ compensation liabilities.
PART II

WORK STATEMENT

II-1 Tasks. Examples of specific tasks that may be required for this open end contract include the following:

1. Upgrade of the Commission’s current GIS system software including, but not limited too:
   - Review and analyze the Commission’s current GIS environment and create a thorough, resource-loaded project plan, utilizing Microsoft Project, to accomplish the upgrade.
   - Design, develop and implement a GIS development/test system environment that parallels/mirrors the Commission’s production GIS environment.
   - Upgrade the Commission’s GIS from ArcView 3.2 and ArcInfo 8.0 to ArcView 9.0 and ArcInfo 9.0, via ArcGIS 9.0, and convert all custom coding from Avenue to Visual Basic.
   - Change the base coordinate system for the PTC digital spatial data from a modified state plane system to the NADCON Projection (NAD 1983, Geographic).

   Upgrade all related systems, including the following:
   - Upgrade the integrated GIS application Computer Automated Dispatch System/Collision Analysis Reporting System (CADS/CARS), from ArcView 3.2 Avenue code to ArcView/ArcGIS 9.0 Visual Basic code.
     CADS/CARS is a GIS application used to query and display data found in CARS Oracle database and CADS Microsoft SQL database. This application relates this data to map displays, as well as spatial queries.
   - Upgrade the integrated GIS application Roadway Asset Management System (RAMS) from ArcView 3.2 Avenue code to ArcView/ArcGIS 9.0 Visual Basic code.
     RAMS is a GIS application that let’s the user shell out to the RAMS Visual Basic/Oracle based client-server application from within ArcView. This application gives the user the ability to create simple spatial queries (by route and milepost values).
   - Upgrade the integrated GIS application Capital Planning/Project Reporting System (CP/PRS) from ArcView 3.2 Avenue code to ArcView/ArcGIS 9.0 Visual Basic code.
     CP/PRS is a GIS application that allows the user to display Capital Planning projects on a map, query CP/PRS Oracle data by attributes and spatially, and display the results of these queries in data forms, as well as, map features.
Perform and create requirements definition for each functional PTC department. Create ArcGIS projects from these requirements for each functional department, with access to data that is relevant to that respective department.

Perform system life cycle activities relating to the upgrade of the Commission’s existing GIS, including delivering the following documents, whose format will be provided by the PTC: Project Plan, Requirements Definition, Preliminary Design, Detail Design, Test Plan and Script, Implementation Plan, Long-term Maintenance Plan, ‘As-built’ Detail Design.

2. Legislative District Re-Apportionment.

Due to the redrawing of state legislative districts, the new districts need to be reflected in the Commission’s GIS.

3. New Aerial Mosaics Integration.

Under a separate contract, the PTC Engineering department had the mainline and northeast extension of the PA Turnpike re-flown. The new PTC Digital Aerial Photography needs assimilated into the GIS system.

Information related to this task follows:

- Data will be provided for the entire length of the Pennsylvania Turnpike and Northeast Extension.
- All data will meet or exceed NSSDA horizontal accuracy standards at a map scale of 1’=200’.
- Data will be delivered in Pennsylvania State Plane Coordinate System NAD83, NAVD88, survey feet and in the North or South Zone depending upon location.
- Color digital orthophotography.
  - 1’-pixel resolution.
  - Coverage extending 1,000’ outside of Turnpike right of way.
  - Delivered on DVD or Firewire drives in Tiff format and MrSID compressed format.
- ARC/INFO and AutoCAD files comprised of:
  - Coverage extending 250’ outside of Turnpike right of way.
  - 5-foot contour data.
  - Turnpike centerline.
  - Turnpike edge of pavement.

Make the Commission’s GIS available via the Commission’s intranet by deploying GIS Web-technologies.


Deploy potential PTC GIS “thick-client” applications via Citrix Presentation Server.

6. Customization of GIS environment to accommodate individual departmental needs.

Perform requirements analysis, determine departmental/individual needs, and create customized GIS projects.

7. ITS and Incident Management Project Support.

Provide GIS technical services support to PTC projects, including the Intelligent Transportation System (ITS) project and incident management business function.


Develop a long-term maintenance plan, including technical support, for the Commission’s GIS system. Periodic upgrades should be included in the plan.

9. GIS Integration of Existing Business Systems.

Geographically enable and implement existing PTC business systems and their data into the Commission’s GIS system including Records Management, SATS, Correspondence Tracking, SPARKS/Facility Log, PTC Web-site Roadway Conditions and SOMS.

10. GIS Integration of Potential New Business Systems.

Geographically enable and implement new PTC roadway management business systems, and their data, into the Commission’s GIS system including Overweight Permit Rating Analysis Program (OPRAP), Access Gate Database/Log, Tunnel Maintenance Database/Log, Pavement Management Program, Utility Database/Log and Attenuator Database/Log.


Perform system life cycle activities for any new GIS business systems, including delivering the following documents, whose format will be provided by the PTC: Project Plan, Requirements Definition, Preliminary Design, Detail Design, Test Plan and Script, Implementation Plan, Long-term Maintenance Plan, ‘As-built’ Detail Design.

12. GIS Integration of Potential New Enterprise Resource Management (ERP) System.

Potential participation in the Commission’s future enterprise project to implement an ERP system.
II-2 Work Skill Requirements. The selected contractor must provide professional and technical staff dedicated to this project. Staff assigned to this project must be able to work in a cooperative fashion with various Commission staff and other designated contractors during all phases of the project. Staff must be able to coordinate and receive direction from designated Commission staff during the design and implementation. Staff must be able to deliver work that is not in conflict with the priorities and hardware/software choices and limitations as established by the Commission.

GIS Services must be performed by staff with a minimum of five years experience in the principles and methodologies of integrated geographical information systems development and design and enterprise information systems life-cycle development, design and best practices. Specifically, staff must have significant experience using databases of spatial and non-spatial data, ESRI GIS products including ArcGIS, Microsoft Visual Basic (VB6 and .Net) and Oracle databases for companies equivalent in size and revenue to that of the Commission. Staff must have a working knowledge of the concepts of database design and development and application of those concepts as related to GIS, digitizing and plotting techniques, the nomenclature, symbols, techniques and mathematics of mapping, map interpolation, and aerial photograph interpretation.

Database Design and Development must be performed by staff with a minimum of two years experience in relational database design. Staff must be proficient and/or certified in Oracle 8.1.6 or above and/or Microsoft SQL Server 2000 or above. Staff must be proficient and/or certified in use of ADO.NET technology, as used with Oracle 8.1.6 and above and/or Microsoft SQL Server 2000 and above, using N-Tier development methodology.

Citrix related work must be performed by staff with a minimum of two years experience in the design, development and deployment of applications via Citrix. Staff must be proficient and/or certified in Citrix Metaframe 8.0 or above.

Technical writing must be performed by staff with a minimum of two years experience in the creation of technical documentation. Staff must have a working knowledge of the principles and methodologies of integrated geographical information systems development and design, enterprise information systems life-cycle development, design and best practices and knowledge of the concepts of database design and development and application of those concepts, as related to GIS.

Specialized expertise may be acquired through the use of subcontract agreements. However, the Prime Contractor is required to have staff that has, or will obtain prior to the completion of the project, training and/or certification in the recommended software solution products. Subcontracts must be identified in the proposal according to section I-7 SUBCONTRACTING.

II-3 Specific Requirements. Specific requirements include:


2. Provide documents in Adobe Acrobat (PDF) format and Microsoft Office 2000 format.
3. Provide project plans in Microsoft Project 2000 format.


II-4 Reports and Project Control

1. Task Plan. A work plan for each work order issued against the open end that identifies the required work elements (tasks), the resources assigned to each work element, the time allotted to each element, the estimated cost of the work order and the deliverable items to be produced by the work order.

2. Status Report. A periodic progress report covering high-level activities, problems, and recommendations. The report should be keyed to all work orders issued under the open end, both completed and active, as developed by the contractor and amended or approved by the Commission.

3. Problem Identification Report. An “as required” report, identifying critical problem areas. The report should describe the problem and its impact on the specific work order and on each affected task and/or impact on the Commission’s overall GIS system operational environment. It should list possible courses of action with advantages and disadvantages of each, and include contractor recommendations with supporting rationale.

4. Annual Report. An annual report to permit the Commission to satisfy itself as to the contracts enterprise business value and technology return on investment. The annual report should specify the following information:

   o An Executive summary as to the results of work orders successfully completed over the previous contract year in terminology that will be meaningful to executive management and others generally familiar with the subject areas.

   o A Summarization of any findings, conclusions, or recommendations developed in the course of performing work orders over the previous contract year that would provide potential significant benefit/return-on-investment to the Commission in their continued technology investment in the GIS system.

   o Any and all supporting documentation; e.g., charts, forms, ROI analysis, etc. associated with findings, conclusions, or recommendations.

   o An Executive summary status of outstanding work orders that will carry over into the next year, if any, and an estimated time-phased work plan for completing them in terminology that will be meaningful to executive management and others generally familiar with the subject areas.
PART III

INFORMATION REQUIRED FROM CONTRACTORS

Contractor proposals must be submitted in the following format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

The Commission reserves the right to request additional information which, in the Commission’s opinion, is necessary to assure that the contractor’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The Commission may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the Commission all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the Commission that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

III-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the services required by this RFP.

III-2. Management Summary. Include a narrative description of the proposed effort and present your experience and approach to the management of an incremental build process and experience with task order contracts.

III-3. Work Plan. Describe in narrative form a technical plan and approach for accomplishing the task descriptions identified in Part II of this RFP. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained.

III-4. Prior Experience. Include a description of your company’s experience in providing geographical information system services in a technical environment equivalent to the Commission’s including the number and size of similar projects and subsequent project outcomes. Experience shown should be work done by individuals who will be assigned to this contract as well as that of your company. Studies or projects referred to should be identified specifically and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.
III-5. Personnel. Include the number and names of executive, professional and technical personnel who will be engaged in the work under this contract. The Commission requires that all technical resources work on-site at the primary work location identified in Section I-10 of this RFP. If there is a specific business requirement for the vendor to have personnel work outside of the designated work location, approval must be received by the Information Technology department in advance. Please identify where these personnel would potentially be physically located during the time they are engaged in the off-site work.

Include through a resume or similar document, education and experience in providing geographical information system services in a similar GIS technical environment to that of the Commission’s. Indicate the roles and responsibilities each will have on this contract and how long each has been with your company. Identify subcontractors you intend to use, if any, and the services they will perform. Personnel assigned to this contract, by either the prime or subcontractor, may be asked to complete a skills assessment prior to their engagement on the contract.

III-6. Objections and Additions to Standard Contract Terms and Conditions. Contractor will identify which, if any, of the terms and conditions contained in Appendix A it objects to and what additional terms and conditions contractor requires. Contractor’s failure to object or to request additions will result in its waiving its right to do so later, but the Commission may consider late objections and additional requests if it is in the best interest of the Commission to do so.

III-7. Cost/Rate Submittal. The information requested in this section shall constitute your cost/rate submittal. The costs/rates you are proposing must be broken down into the following components:

a. **Direct Labor Costs.** Direct labor charges should be itemized so as to show the following for each category of personnel with a different rate per hour:

   (1) **Category:** e.g., project manager, GIS analyst, GIS programmer, database programmer/developer, site maintenance technician.

   (2) **Rate per hour.**

b. **Labor Overhead.** Specify what is included and rate used. If there is no labor overhead costs in your quote, so state.

c. **Travel and Subsistence.** The Commission will not reimburse for transportation, lodging and meals in this contract.

d. **Consultant Costs.** Itemize as in (a) above. If there are no consultant costs in your quote, so state.

e. **Subcontract Costs.** Itemize as in (a) above. If there are no subcontract costs in your quote, so state.
f. **Cost of Supplies and Materials.** Itemize. If there are no supplies and materials costs in your quote, so state.

g. **Other Direct Costs.** Itemize. If there are no other direct costs in your quote, so state.

h. **General Overhead Costs.** Specify what is included and rate used. If there are no general overhead costs in your quote, so state.

Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

Only work satisfactorily performed after execution of a written contract, after the contractor’s receipt of a notice to proceed from the Commission and after the contract term has begun will be reimbursed.
PART IV

CRITERIA FOR SELECTION

IV-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a contractor; and (b) properly signed by the contractor.

IV-2. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal, which most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a contractor determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

IV-3. The following areas of consideration will be used in making the selection:

   a. Understanding the Problem. This refers to the contractor’s understanding of the Commission needs that generated the RFP, of the Commission’s goals and objectives in asking for the services and of the nature and scope of the work involved.

   b. Contractor Qualifications. This refers to the ability of the contractor to meet the terms of the RFP, especially the quality, relevancy, and recency of similar contracts and projects completed by the contractor. This also includes the contractor’s financial ability to undertake a project of this size. Particular emphasis is placed on contractors who have prior experience working in the toll and/or transportation industries.

   c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the contract by the contractor. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on performing tasks/services similar to that described in the RFP.

   d. Soundness of Approach. Emphasis here is on the contractor’s techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the scope of work. Of equal importance is whether the contractor’s technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet Commission goals and objectives.

   e. Cost/Rates. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process.
APPENDIX A

AGREEMENT

This AGREEMENT is made this ______________ day of ________________, 2004, between the Pennsylvania Turnpike Commission (“COMMISSION”), an instrumentality of the Commonwealth of Pennsylvania, with principal offices at Middletown, Pennsylvania (mailing address: P. O. Box 67676, Harrisburg, PA 17106-7676; physical address: 700 Eisenhower Blvd, Middletown, PA 17057),

AND

_____________ (“CONTRACTOR”), [insert the legal status of CONTRACTOR such as a Pennsylvania (or foreign) corporation (or partnership, LLC, LLP, etc.)], with its principal office at [insert address]

WITNESSETH:

WHEREAS, the COMMISSION desires to . . . [describe the specific PTC purposes, goals, assumptions, underlying facts, or contractor's representations that are the basis of the bargain, etc.]

WHEREAS, by Act No. 211 of the General Assembly of the Commonwealth of Pennsylvania, approved May 21, 1937, and its amendments, the COMMISSION is authorized and empowered to enter into a contract with CONTRACTOR;

WHEREAS, the COMMISSION desires to retain the services of CONTRACTOR upon the following terms; and

NOW, THEREFORE, in consideration of these mutual covenants, and intending to be legally bound, the parties agree as follows:

Definitions
This section is for terms that have a special meaning for this agreement or that are used in a way different from everyday or common usage.

Contractor’s Scope of Work
[There should be a document that specifies what we expect from the Contractor (such as deliverables; schedules and deadlines; representations or warranties; conditions or covenants; location of the work; use of specific persons; standards of performance; insurance requirements). This document must be made part of the Agreement (either as an exhibit which is attached or by referring to it in the Agreement without attaching it)].

The CONTRACTOR will perform the work described in [identify the document/RFP#] dated [date], titled [title] and the CONTRACTOR'S proposal dated [date]. This document is [SELECT ONE: attached as Exhibit _ and made a part of this Agreement OR made part of this Agreement by reference].

Commission’s Responsibilities
The COMMISSION shall furnish the CONTRACTOR access to key personnel, relevant documents, and adequate workspace for completing the work.
Compensation
For the work, services, and material as defined in this Agreement, the CONTRACTOR shall be paid ____________________ and __/100 DOLLARS ($__________). [Specify whether the compensation method is hourly, cost reimbursement, lump sum, etc.]

Duration of Agreement [and Renewal]
The term of this Agreement is [term]. The term may be extended for [number] additional years by a writing signed by both parties.

Termination
Either party may terminate this agreement at any time upon thirty- (30) calendar days written notice. If this notice is given, the CONTRACTOR shall be paid only for the services already rendered upon the date of the notice and for the services rendered to the date of termination, subject to all provisions of this agreement. The notice will be effective on the date of receipt. The right to cancel may be exercised as to the entire project, or as to any particular phase or phases, part or parts, and upon one or upon several occasions, but any termination may not be revoked except upon written consent of the parties through a supplemental agreement to this agreement.

Assignment and Delegation
The CONTRACTOR may not transfer, assign, or delegate any terms of this contract, in whole or in part, without prior written permission from the COMMISSION. The CONTRACTOR shall not engage the services of any person or persons now employed by the Commission except with the COMMISSION's approval.

Governing Law
This agreement will be interpreted according to the laws of the Commonwealth of Pennsylvania.

Observance of Laws
The CONTRACTOR agrees to observe all relevant federal, state, and local laws and to obtain in its name all necessary permits and licenses.

Dispute Resolution
All questions or disputes regarding any matter involving this contract or its breach shall be referred to the Board of Claims as provided in 72 P.S. § 4651. If the Board of Claims either refuses or lacks jurisdiction, these questions or disputes shall proceed as provided in 42 C.S.A. § 7301 et seq. (Statutory Arbitration). The panel of arbitrators will consist of a representative of each of the parties and a third party chosen by the representatives, or if the representatives are unable to choose, by the American Arbitration Association.

Indemnification
The CONTRACTOR shall be responsible for all damage to life and property due to negligence or other tortious acts, errors, and omissions arising from or related to the work of this Agreement. The CONTRACTOR shall indemnify and hold harmless the COMMISSION, the COMMISSION's officers, and the COMMISSION's employees from any claim or liability of any type or nature arising from or related to the work of the CONTRACTOR or that of the CONTRACTOR's employees or subcontractors or the presence of these persons or individuals on the COMMISSION's premises.
**Work for Hire**

Except for hardware, third party licensed software, and software previously developed by **CONTRACTOR**, all Deliverables, including but not limited to source code, software, specifications, plans, designs and engineering, drawings, data, information or other written, recorded, photographic, or visual materials, trademarks, service marks, copyrights or other Deliverables produced by **CONTRACTOR** or any supplier in the performance of the contract shall be deemed "Work Product". All Work Product shall be considered services for hire. Accordingly, except as set forth earlier in this paragraph, all Work Product shall be the exclusive property of the **COMMISSION**.

The **CONTRACTOR** agrees to notify the **COMMISSION** in writing before using any of **CONTRACTOR**’s previously developed software for services provided under this Agreement. The **CONTRACTOR** and the **COMMISSION** will honor all applicable preexisting licenses, copyrights, trademarks, service marks, and patents. If as part of an expense item under this Agreement, the **CONTRACTOR** purchases the right to any license, the agreements for the use or ownership of such license will be placed in the name of the **COMMISSION** along with all other rights and obligations. In addition, the **CONTRACTOR** will mark all Turnpike content or previously unprotected work product designated by the **COMMISSION** with a notice as follows: "Pennsylvania Turnpike Commission, (Year)".

**Contractor Provisions**

The Contractor Integrity and Contractor Responsibility Provisions are attached as an exhibit and made a part of this agreement.

**Entire Agreement**

This Agreement, together with any writings either attached as exhibits or incorporated by reference, constitutes the entire understanding between the parties and there are no other oral or extrinsic understandings of any kind between the parties.

**Modification**

This agreement may be modified only by a writing signed by both parties.
IN WITNESS WHEREOF, the Pennsylvania Turnpike Commission and [Contractor’s Name] have executed this Agreement by their duly authorized officers and affixed their respective official and corporate seals on the date written above.

ATTEST: 

____________________________
Rebecca R. Troup
Assistant Secretary-Treasurer

____________________________
Mitchell Rubin
Chairman

APPROVED AS TO FORM AND LEGALITY:

____________________________
Albert C. Peters II
Assistant Chief Counsel

ATTEST: 

____________________________
Signature

____________________________
Name

____________________________
Title

Federal Tax ID. No. __________