March 31, 2015

REQUEST FOR PROPOSALS
PROJECT MANAGEMENT DATABASE AND REPORTING SUPPORT
Contract #C031370

Dear Sir or Madam:

SUBJECT: MODIFICATION #3 TO REQUEST FOR PROPOSALS “PROJECT MANAGEMENT DATABASE AND REPORTING SUPPORT”

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:

1. The deadline for submission of proposals is NOON on Friday, April 10th.

2. Delete the existing RFP Section I. D. Level of Effort in its entirety and Insert the following in its place as Section I. D.:

“D. Level of Effort

The total annual Consultant work effort required to perform services under the RFP for Contract C031370 is anticipated to be equal to one and one half FTEs (one and one half full time equivalents) or 3,120 hours annually.

NYSDOT requires continual coverage on-site/on call at a minimum for the published core hours for the database scope (reference Section II. C.). This shall be clearly presented in a firm’s Proposal. The database scope role is anticipated to be equal to one FTE (2,080 hours).

It is anticipated the reporting scope shall provide the remaining ½ FTE (1,040 hours). Deployment for the reporting scope can be at the Proposing firm’s discretion and shall be clearly presented in a firm’s Proposal (e.g., Proposed as on-site support or remote support, Proposed as half time, 3 months on/3 months off or 6 months on/6 months off, etc.)
The total level of effort included in the Technical (Part I) and Cost (Part II) of a Proposing firm’s proposal, in response to this RFP, shall be 3,120 hours annually.”

3. **Delete the existing RFP Section II. C. Staffing Requirements in its entirety and Insert the following in its place as Section II. C.:**

   “C. Staffing Requirements

   A standard 40 hour work week is expected for the database scope with core hours being 7:30 a.m. to 4:30 p.m. (these hours are subject to change at NYSDOT’s discretion).

   Overtime for this 1 ½ FTE RFP/contract is expected to be minimal if at all. In the event overtime is required, there will be no additional reimbursement for hours above 40 hours worked in any week or more than 8 hours in a work day. Therefore, any hours worked by overtime-eligible employees over 40 hours a week, or over 8 hours per work day, in order to meet contract requirements, service levels and/or unexpected circumstances, shall only be reimbursed at the same standard flat rate as submitted in a firm’s Proposal. When work is necessary outside core hours, every opportunity shall be taken to reconcile the total to the weekly core hours.

   **NOTE:** In regard to the database scope, any time during core hours taken off to account for hours worked outside the core hours shall be subject to the below on-call requirements.

   As indicated above, core hours shall be 7:30 to 4:30 p.m. (with a one hour lunch). Weekend on-site coverage may be necessary for the database scope and interested proposers are advised of these additional on-call expectations and requirements under this RFP:

   - NYSDOT will require a 30 minute maximum response time to helpdesk calls;
   - If on-site coverage is needed during off hours, a response time of 60 minutes shall be required;
   - On-call coverage is required during NYSDOT normal business hours from 7:30 to 4:30, including non-DOT holidays, vacations, sick occurrences, etc.

   Weekly timesheets shall be submitted to the NYSDOT Project Manager for review/concurrence/approval. The weekly timesheet shall reflect the total number of hours worked each day and deliverables shall also be included in the time sheet, refer to Section III, IV and V regarding deliverables.

   Monthly Invoices shall be submitted within (10) ten calendar days after the last day of the previous month. Monthly invoices shall reflect the total number of hours worked for each week that month. The approved timesheets shall be submitted with the invoice.

   A cell phone shall be provided by the Consultant at no cost to the State. The Consultant shall be reachable at this number (required) during NYSDOT’s normal business hours or planned upgrades or working sessions.
The staffing requirements shall be taken into account and a firm’s Technical proposal (Part I) shall reflect the proposing firm’s approach to addressing these needs, the Cost proposal (Part II) shall reflect costing representative of the specifications and requirements of the RFP, while keeping in mind the RFP published Cost ceiling. Technical proposal information shall be included in the Technical Part I proposal submission and Cost proposal information shall be included in the Cost and Contract Part II proposal submission. **Cost information is NOT to be included in Part I of the Proposal and Technical information is NOT to be included in Part II of the Proposal.**

Proposals shall detail the firm’s staffing plan including but not limited to the number of positions proposed, job descriptions for positions proposed, whether position proposed is considered “Key,” and full-time/part-time status of positions proposed, etc. Résumés for key personnel are required.

**NYSDOT is seeking the following preferred qualifications:**

- 24-36 months Oracle Primavera experience with a primary focus on construction project management as a super user and/or in a support role
- 60 months Oracle database administration experience (specifically Enterprise Edition)
- 24 months Oracle Business Intelligence Suite EE (OBIEE) administration and support experience
- 12 months Oracle Primavera 8.0 (or greater) experience
- Oracle Primavera P6 Enterprise Project Portfolio Management 8 Implementation Specialist Certification
- Oracle Database 11g (or greater) Administrator Certification
- 24 months data modeling experience (ie. creating Entity Relationship Diagrams (ERDs) with tools such as Erwin or Embarcadero ER/Studio)
- 24 months data and system integration experience
- 24 months Oracle Business Intelligence data and system administration experience
- 24 month Oracle Business Intelligence Reporting experience (Specifically proven ability to create high quality complex reports, that add business value.)

Interested proposers shall refer to Sections II, IV and V of the RFP for additional details.

**Staffing Substitutions and Coverage**

Payments for Consultant staff that are providing coverage for positions vacant for more than 30 days will be paid at the rate of the vacant position. For example, if a System Operator 1 position is vacant and the Consultant provides coverage by temporarily using a System Operator 3, the Department will reimburse the Consultant 30 days at the Operator 3 rate – in effect offering a 30 day grace period. HOWEVER, after 30 days, the Consultant shall be reimbursed by NYSDOT for coverage of the position at the rate of the vacant position – in this example, at the rate of the System Operator 1.

Note the titles used in the above scenario are for demonstration purposes only and are not required or expected to be used by interested Proposers on Contract C031370.
Staffing Service Level Penalties

If at any time a member of the Consultant’s staff needs to be replaced, the Consultant shall have 30 days to submit a candidate to the NYSDOT Project Manager for approval. In the event the Consultant is unable to provide a candidate within 30 days, and NYSDOT must use in-house NYSDOT staffing, or NYSDOT must hire a separate consultant to provide the replacement staff, NYSDOT will, at its discretion:

- Charge and bill the Consultant $150/hour for the use of in-house NYSDOT personnel, or
- Charge and bill the Consultant a 10% administrative fee on top of and in addition to whatever NYSDOT is billed by an out-of-house consultant. If, for example, NYSDOT must hire a separate consultant to provide a service at $100/hour, NYSDOT may charge and bill the Consultant $110, or
- Charge and bill the Consultant the same rate the Consultant would bill NYSDOT for the position, including the appropriate overhead rate billed by the Consultant.

4. **Within Section III. C. Project Scope, under As Needed Tasks make the following change:**

   **Delete the existing first paragraph which appears as:** “Unless otherwise noted, the following duties will be performed for all of the databases mentioned above on an as-needed basis:”

   **Insert the following as the first paragraph:** “Unless otherwise noted, the following duties will be performed for all of the databases mentioned above on an as-needed basis (Tasks 14 through 16 pertain to the reporting scope, all other tasks pertain to the database scope):”

5. **Within Section III. C. Project Scope, under As Needed Tasks make the following change:**

   **Delete existing Task 9 in its entirety and insert the following as Task 9:**

   “9. Provide Technical Support:
   Provide necessary database and general technical support for the following:
   a. Standalone installs
   b. Custom PL/SQL procedures and functions
   c. Troubleshooting P6 client issues
   d. Responsible for maintenance of test plans for new version releases of each product we are currently running and partially responsible for the load, test, and install of such version upgrades.”
6. Delete the existing language under Section III. C. Project Scope, under Deliverables in its entirety and insert the following in its place:

“Deliverables
Deliverables 6 and 7 as presented below pertain to the reporting scope. All other deliverables pertain to the database scope:

1) Weekly system utilization reports (average number of users, hardware usage, security changes, report usage, etc.)
2) Bi-weekly reports shall be provided to the NYSDOT project management which will foretell the intended work plan for the following two week period. The NYSDOT project manager shall review the report and/or approve or amend it.
3) Create and maintain configuration, bug and enhancements list for each Production Database.
4) Create and maintain Entity-Relationship (ER) diagrams for each of the environments.
5) Bi-weekly system performance reports: including speed of network, speed of typical system operations as well as end-user operations.
6) Author plan for report creation and distribution for standard periodic Project Management reports.
7) Quarterly maintenance and creation of standard reports for Capital Program Project Management.
8) Create and maintain a data warehouse for P6 EPPM.”

7. NYSDOT is removing the established 20 percent Disadvantaged Business Enterprise Participation (DBE) goal from the RFP. Reference #s 8 through 14 below.

8. NYSDOT is re-issuing the cover letter of the RFP. The re-issue of the cover letter can be found on NYSDOT’s website as Attachment 12. The re-issued cover letter shall include updated information regarding Minority/Women-Owned/Disadvantaged Business Enterprise Participation and the updated Proposal due date.

9. Delete the existing RFP Section I. G. Disadvantaged Business Enterprise Participation in its entirety and Insert the following in its place as Section I. G.:

“G. Minority/Woman-Owned/Disadvantaged Business Enterprise (M/W/DBE) Participation

Although NYSDOT has not established an M/W/DBE goal for this procurement, the Department strongly encourages participation of such entities. Please include, in your proposal, details of any opportunities you have identified for M/W/DBE participation. A directory of certified MBEs and certified WBEs is available from the following searchable database website: http://www.esd.ny.gov/MWB.E.html. Please reference the New York State Unified Certification Program (NYSUCP) DBE directory for certified Disadvantaged Business Enterprises via: http://biznet.nysucp.net/.”
10. **The RFP should be updated to reflect the removal of Attachments 6 and 7.** Attachments 6 and 7 are no longer Minimum RFP Responsiveness Requirements and shall not be considered during Pre-screening of proposals. **Likewise, the Good Faith Effort Explanation Letter is not required and should be removed in the same manner as Attachments 6 and 7.**

11. **NYSDOT is making the following change to RFP Section IV. A. 5:**

Delete in its entirety:

“The Proposing firm shall describe its approach for managing and delivering the contract’s 20 percent DBE goal, including the Commercial Useful Function (CUF) the DBE firm(s) will be providing."

12. **NYSDOT is making the following change to RFP Section V. C. 1. a.**

Delete the reference to “...including the commercially useful function of the DBE.”

13. **Delete the existing RFP Section DBE Participation within Section IV. B. 2. in its entirety.**

14. **Delete the existing RFP Section V. B. in their entirety and modify the heading of that section. RFP Section V. B. is amended to appear as follows:**

“**B. Pre-Screening of Proposals, Including M/W/DBE Participation**

NYSDOT will conduct a pre-screening of each proposal to ensure all contents have been submitted in accordance with the minimum proposal responsiveness requirements as specified in the RFP. It is NYSDOT’s sole discretionary determination as to whether a proposal is complete (reference Sections I. F. and V.A.). Proposals which do not meet the mandatory specifications in the Minimum RFP Responsiveness section may be deemed non-responsive. All proposals deemed non-responsive by NYSDOT shall not be considered further.”

15. **Delete the existing third paragraph in RFP Section I. C. Contract-Related Details in its entirety and Insert the following as the third paragraph of Section I. C. in its place:**

“As indicated above, direct non-salary costs under this project are expected to be minimal. Therefore, for Cost proposal purposes, **NYSDOT is directing proposing firms not to submit a value for direct non-salary costs in Proposals submitted in response to this RFP.** It should be noted however, that NYSDOT has determined the direct non-salary cost value in the contract resulting from this RFP (with the firm designated for contract award) shall be $3,000 annually/$9,000 for the three year base term. This value for direct non-salary costs shall be included in the Contract cost structure (with the firm designated for Contract award) **by NYSDOT – again, firms should not include a value for direct non-salary costs in their Cost Proposal.** Although, direct non-salary costs under this RFP and the resulting contract are expected to be minimal, NYSDOT needs to include some method of and allowance for reimbursement in the Contract in
the event direct non-salary expenses do occur. For that reason, NYSDOT is publishing its intent to add a $3,000 annual allowance ($9,000 for the 3 year base term) for direct non-salary costs to the designated firm’s Cost Proposal. The resulting total value shall represent the maximum amount payable of the resulting contract with the firm designated for Contract award. Additional payment and reimbursement details can be found in Section IV and V of the RFP and in the draft terms and conditions (Attachment 1 to this RFP) and will be discussed and agreed to during contract negotiations with the designated firm/offeror."

Likewise, NYSDOT is amending Section IV. B. 1 on page 25 under Guidelines for Direct Non-Salary Costs as follows:

Delete the first paragraph of Section IV. B. 1 on page 25 under Guidelines for Direct Non-Salary Costs and Insert the following as the first paragraph in its place:

“Direct non-salary costs under this project are expected to be minimal. For Cost proposal purposes and as previously indicated, NYSDOT is directing Proposing firms not to submit information in regard to direct non-salary costs in Proposals submitted in response to this RFP. As stated, in Section I.C. of this RFP, direct non-salary costs in the contract with the firm designated for contract award shall be valued at $3,000 annually/$9,000 for the three year base term. This value shall be included in the Contract cost structure (with the firm designated for Contract award). Although, direct non-salary costs under this RFP and the resulting contract are expected to be minimal, NYSDOT needs to include some form/process of reimbursement in the contract in the event direct non-salary costs do occur. For that reason, NYSDOT is publishing its intent to add a $3,000 annual allowance ($9,000 for the 3 year base term) to the designated firm’s Cost Proposal. The resulting total value shall represent the maximum amount payable of the resulting contract with the firm designated for Contract award. FIRMS ARE NOT TO INCLUDE A VALUE FOR DIRECT NON-SALARY COSTS IN THEIR PROPOSALS. AS NYSDOT HAS PREDETERMINED THE ANTICIPATED DIRECT NON-SALARY COSTS IN THE CONTRACT RESULTING FROM THIS RFP, DIRECT NON-SALARY COSTS NEED NOT BE EVALUATED AND SHALL NOT BE EVALUATED.”

16. NYSDOT is making the following changes to RFP Section V.C. Technical and Management (up to 60 Points): Replace the “XX” with “60.”
17. The RFP Table of Contents is hereby amended as follows:

Delete Section VII. Attachments in its entirety and Replace it with the following Section VII. Attachments:

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<tbody>
<tr>
<td>1</td>
<td>Draft Contract, including Appendix A</td>
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<tr>
<td>2</td>
<td>Consultant Information and Certification Form</td>
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<tr>
<td>3</td>
<td>Procurement Lobbying Law Compliance</td>
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<tr>
<td>4</td>
<td>Consultant’s Responsibility When Proposing Former NYSDOT Employees</td>
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<tr>
<td>5</td>
<td>Consultant Disclosure Legislation Forms A &amp; B</td>
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<td>6</td>
<td>Removed from RFP via Modification #3</td>
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<td>7</td>
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<td>8</td>
<td>Non-Collusive Bidding Certification</td>
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<td>9&amp;10</td>
<td>Cost Proposal Spreadsheet</td>
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<td>11</td>
<td>Source List – Released via Modification #1</td>
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<td>12</td>
<td>Revised RFP Cover Letter – Released via Modification #3</td>
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<tr>
<td>13</td>
<td>Consultant Checklist for Proposal Submission – Released via Modification #3</td>
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<tr>
<td>14</td>
<td>Contract Participation Information – Released via Modification #3</td>
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<tr>
<td>15</td>
<td>Question and Answers – Released via Modification #3</td>
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18. Delete the CONSULTANT CHECKLIST FOR PROPOSAL SUBMISSION included with the RFP and replace it in its entirety with Attachment 13. Attachment 13 may be found on NYSDOT’s website.


20. Questions submitted by the Question Deadline of March 5, 2015 are included, with corresponding answers, in Attachment 15. Attachment 15 may be found on NYSDOT’s website.

21. As a reminder, the link to NYSDOT’s website is: [https://www.dot.ny.gov/portal/page/portal/doing-business/opportunities/consult-opportunities#c1525](https://www.dot.ny.gov/portal/page/portal/doing-business/opportunities/consult-opportunities#c1525) The RFP, Modifications and other project related information relative to the subject procurement may be found on NYSDOT’s website.

No other provision of the solicitation is otherwise changed or modified. Please update your records accordingly.
An authorized representative of your firm or organization MUST acknowledge receipt and acceptance of this Modification No. 3 by including a signed copy of this form with the Part II Cost and Contract Submission as a separate tab item.

ACKNOWLEDGED AND ACCEPTED:

BY: ______________________________

NAME: __________________________

TITLE: __________________________

FIRM: __________________________

NYS DEPARTMENT OF TRANSPORTATION

William A. Howe

BY: ______________________________

NAME: __________________________

TITLE: __________________________

FIRM: __________________________

RFP: Project Management Database and Reporting Support – C031370 - Modification No. 3