New York State Department of Transportation

Request for Information
Number 2017-05
for
Right of Way and Real Estate IT System

QUESTIONS and ANSWERS

December 15, 2017

1. Can NYSDOT let us know the number of reports and document generation templates required as part of initial implementation?
   ANSWER: The current process uses 150 forms with a number of manually-generated reports, yet to be defined. Reporting needs are currently still under review and should an RFP be issued, the RFP should specify reporting requirements. The intent for the new system is to reduce the numbers of forms and reports in a more efficient manner.

2. What is the total number of users that will be accessing the system?
   ANSWER: 200 NYSDOT staff manage the ROW processes today. About 32 appraisal consultants under contract with NYSDOT will need to access the new system, as well as an unlimited number of external users annually.

3. Can NYSDOT break down the total number of users by platform (Web, GIS and Mobile)?
   ANSWER: Statistics on the number of users by platform are not available at this time. Potentially all internal users and external Consultants will need access to all platforms; the public may only need web access.

4. Is ITS GIS/Spatial data available for cloud to access?
   ANSWER: Cloud access to the NYS GIS instance is available. The current Sesame system does not access the cloud (flat file system). The RFI seeks information regarding available platforms, to inform NYSDOT’s RFP development process.

5. Is there existing Vendor who is supporting Sesame application?
   ANSWER: No.
6. Are there other systems/databases, apart from the SESAME Application, NYSDOT would like to migrate data from?
   ANSWER: No.

7. If, after an RFI demo, NYSDOT felt a right solution has been identified (a solution that meets all or most of NYSDOT’s requirements out-of-the-box), will NYSDOT move forward with that vendor instead of releasing an RFP?
   ANSWER: No; NYSDOT will equally examine all RFI responses and may invite firms with interesting RFI responses to attend structured demos, again treating all demonstrations equally. The RFI is not a procurement process; the RFI is an effort to gather further information.

8. Has NYSDOT reviewed any COTS products for this project? Has any vendor given demo of their product to NYSDOT for this project?
   ANSWER: After searching the Internet for product availability, a few promising vendors were informally invited to demonstrate their products to assist NYSDOT in making a determination regarding whether or not to pursue an in-house alternative versus seeking services from an outside vendor. Pursuing additional information via this RFI should further assist with this determination.

9. Do you have newer web based version or application upgrade path for Sesame application?
   ANSWER: No.

10. We could not find reference to integrate with SFS in Figure 2 Solution Integrations. Can you please clarify?
    ANSWER: NYSDOT current Sesame system is not integrated with NYS’s State Financial System (SFS). The RFI seeks information regarding marketplace solutions which could integrate with SFS. FYI: SFS is a PeopleSoft Financial Accounting product.

11. Based on the timeline not all integrations are possible in a 6-month window, how critical is to have FileNet Integration? Can this data reside in an Oracle Database?
    ANSWER: FileNet is a standard New York State repository. Should an RFP be released, the RFP may specify a preferred document storage platform.

12. Is FileNet available for cloud to access?
    ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements. Cloud access to the NYS FileNet instance is available.

13. Is NYSDOT ESRI ArcGIS available for cloud to access?
    ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements. Cloud access to the NYS GIS is available.

14. GIS Requirement – All the GIS requirements are dependent on ESRI integration. Does NYSDOT ESRI system support service calls to meet requirements GIS.01 to GIS.07? Or
are we supposed to customize your ESRI system to make calls from application to ESRI software? Is listed GIS features supported in NYSDOT’s ESRI system via a bi-directional call from application?
ANSWER: Integration can be accomplished by consuming an ArcGIS Server service / Rest endpoint.

15. We can provide basic screen based reports. Based on the timeline; writing detail custom reporting is not possible in a 6-month window. Can this approach work for NYSDOT?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements.

16. How critical is need to integrate with NY.GOV? We could not find any reference to integrate with NY.GOV in Figure 2 Solution Integrations.
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements. NYSDOT has yet to determine that NY.GOV.ID will be a required element of a preferred solution. For your information, NY.GOV ID is the New York State standard for user authentication.

17. As ROW software is specialized software, is NYSDOT open for custom software development?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements.

18. We can do rapid software development using Oracle Database/Oracle Apex technology. Also we can host this system in a cloud environment. Is NYSDOT open for this approach?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements. NYSDOT is seeking information about available Apex solutions.

19. Is NYDOT looking for a system that can accept online payments?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions, including ones which accepts online payments.

20. Does NYSDOT have a preference between an on-site hosted and a vendor-hosted solution?
ANSWER: While the ultimate answer to this question may be addressed in an RFP, NYSDOT is looking for information on either solution. Should an RFP be issued, detailed requirements will be included in the RFP.

21. Does NYSDOT have a desired project start date and an implementation go-live date?
ANSWER: Project schedule will be determined based upon the contract start date, a subject matter to be touched upon in an RFP. NYSDOT does not have an estimated start date or Go Live date at this time (still in the information gathering stages).

22. Can NYSDOT let us know the budget allocated for this project?
ANSWER: Unless unavoidable, NYSDOT’s policy is to not release budget information for contracted projects procured under non-engineering RFPs. NYSDOT prefers to allow the market place to speak freely in response to the RFP’s requirements.

23. Regarding potential requirement #ACQ.01 (Users performing inspections of acquisition parcels must be able to view and print Acquisition Maps), what information is required in “print Acquisition”?
   ANSWER: This potential requirement refers to the ability to print out maps of the real estate being acquired. Acquisition Maps is defined as a drawing that represents multiple properties that need to be acquired as part of a right of way acquisition project. This drawing also shows the highway location (SH) associated with the right of way acquisition project.

24. Regarding potential requirement #ACQ.09 (Users must be able to capture information and documentation required to generate an Offer package for property and other interest owners), what information is required in “an offer package”?
   ANSWER: This potential requirement refers to a specific procedural form. Should an RFP be issued, detailed requirements will be included in the RFP.

25. Can you please provide more details about the programmed calculation process (APP.09: Users must be able to input valuation determinations into an automated value finding format with programmed calculations)?
   ANSWER: This potential requirement refers to a specific procedural form. Should an RFP be issued, detailed requirements will be included in the RFP.

26. Can more detailed information be provided regarding potential requirement #APP.13 (Users must be able to capture information associated with standard Math and Compliance checks and generate a completed Math and Compliance check report for every completed Appraisal)?
   ANSWER: This potential requirement refers to a specific procedural form. Should an RFP be issued, detailed requirements will be included in the RFP.

27. Regarding potential requirement #CLMS.01 (Users who are assisting the AG's office in representing Claims in the NYS Court of Claims must be able to generate an Acquisition Report for distribution to the AG and the NYSDOT Office of Legal Affairs), can you provide a sample “Acquisition Report”?
   ANSWER: This potential requirement refers to a specific procedural form. Should an RFP be issued, detailed requirements will be included in the RFP.

28. Can you please provide more details about CONS.10 (If the Consultant contract terms are satisfactorily fulfilled, users must be able to authorize payment for the Consultant and generate the voucher for NYSDOT Finance)?
   ANSWER: This potential requirement refers to a specific procedural form. Should an RFP be issued, detailed requirements will be included in the RFP.

29. Regarding potential requirement #DOC.02 (The system must support the generation and capture of standard form documents, including the ability to present system data within the context of standard form text), can you please provide list of standard form documents, and how many forms are required for this system?
ANSWER: Over 150 forms are in use in the current Sesame system. Should an RFP be issued, detailed requirements will be included in the RFP.

30. Regarding potential requirement #DOC.05 (Generated documents and reports must include the ability to print the output or save it in the following standard software formats: Word, Excel, .pdf, .txt. and .csv), can you please provide more details about required initial reports?
ANSWER: Should an RFP be issued, detailed requirements will be included in the RFP.

31. Can you please provide some sample templates regarding potential requirement #DOC.08 (Users having minimal levels of technical skills must be able to create/upload and modify document templates for use in generating standard forms)?
ANSWER: The functionality required here involves the ability for business users to make changes to standardized document templates (e.g., replacing organization logos, signature names, etc.). Should an RFP be issued, detailed requirements will be included in the RFP.

32. Regarding potential requirement #DOC.12 (When generating formal documents, the documents should incorporate Region-specific letterheads), What is NYSDOT’s standard reporting tool (i.e., most of the report customization should be handled by standard reporting tool)?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address this RFI’s potential requirement. Among other applications, Oracle Business Intelligence and Crystal Reports are currently in use at NYSDOT.

33. Regarding potential requirement #PTL.01 (Citizens and Businesses should be able to request and maintain U&O Permits, Sign Permits, and Surplus Property Requests through a public facing web portal), is the portal open to all or there needs to be some sort of authentication and authorization?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address this RFI’s potential requirement. The RFP may specify that authentication may be required through NY.GOV id.

34. Regarding potential requirement #RELC.06 (Users must be able to capture and monitor payments made to tenants and vendors during the relocation process), can you please provide details about what financial information needs to be captured and maintained in the system?
ANSWER: Should an RFP be issued, detailed requirements will be included in the RFP.

35. Is potential requirement #SP.03 (Users must be able to retrieve the original acquisition map(s) in a graphical interface, carve out any parts of the parcel(s) for disposal, and save the shape files to depict a parcel designated for disposition) supported in NYSDOT’s ESRI system via a bi-directional call from application?
ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address this RFI’s potential requirement. Esri spatial data is accessed from within other NYSDOT applications using web services. Should an RFP be issued, detailed requirements will be included in the RFP.
36. Users must be able to generate a Disposal Package of documents associated with a property disposition and be able to distribute the package to appropriate reviewers based on the type of proposed disposal, can you please provide sample of Disposal package?
   ANSWER: Should an RFP be issued, detailed requirements will be included in the RFP.

37. Regarding potential requirement #WF.04 (When completing any given workflow stage, users must be able to direct the workflow either to a group of authorized users or to a specific authorized individual), can you please provide documentation for existing workflows?
   ANSWER: No system-supported workflows currently exist. NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address this RFI’s potential requirement.

38. Regarding potential requirement #SEC.02 (PPSI information must be secured from unintentional disclosure), can you please provide details about sensitive information (SSN/FEIN/Name/Credit Card/Address/DOB, etc) captured in the system?
   ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address this RFI’s potential requirement. Link to types of information considered PPSI for NYS Agencies and Authorities - [https://its.ny.gov/glossary](https://its.ny.gov/glossary). Should an RFP be issued, detailed requirements will be included in the RFP.

39. Regarding potential requirement #TRNS.01 (All data currently stored in the Sesame application must be migrated to the new solution unless exempted by NYSDOT OROW), can you provide details/data dictionary about existing application? Can you provide access/excel dump of some sample data from the existing application? Also can you please provide sizing details of the application (Database Size, number of records in each module etc.)?
   ANSWER: Data dumps and data counts are not available at this time.

40. Regarding potential requirement #TRNS.02 (All document and map files currently stored on the NYSDOT network must be migrated to the new solution document management feature unless exempted by NYSDOT OROW), can you please provide sizing details of the application files (Database Size, number of records in each module etc.)?
   ANSWER: Exact database size and counts are not available at this time.

41. In one of the RFI questions (Attachment 1, Page 11, Question 23), it is inquired if the vendor has a recent experience subcontracting with certified MBEs, DBEs and/or WBEds. Has NYSDOT set any goals for the DBE participation for this RFP? In one of the recent RFPs from NYSDOT (RFP # C037624), it was observed that DBE certified participation was a mandatory requirement for the vendors.
   ANSWER: The RFP will announce the contract’s DMWBE goal. DMWBE participation is encouraged in NYSDOT’s non-engineering solicitations. The RFP will present DMWBE submission requirements.

42. A) Was there any initiative taken in the past to replace Sesame with some other application / COTS product? If yes, please elaborate. From information available on web, we gathered that ‘AgileAssets’ was supposed to implement the Right of Way module
as a replacement to Sesame (in Nov 2016). Please elaborate what happened to that. C) Would this company have any added advantage over other vendors?

ANSWER: A) Yes, NYSDOT has an ongoing retainer agreement with AgileAssets, Inc., to install as-directed functional modules from their enterprise asset management software suite (for up to 19 asset management modules). This contract was amended to add a task assignment to test fit AgileAssets’ right of way management module, a project which was halted during the design stage after NYSDOT decided to seek a different solution. B) No, as the potential high level business requirements included in this RFI were developed independently from the AgileAssets effort.

43. NYSDOT recently published RFP #C037624 for Highway Work Permit System services, which included permit for temporary signs, banners, decor, traffic control, warning and entrance signals. Could NYSDOT please clarify how are these permits different from highway advertising and informational sign permitting requested in this RFI?

ANSWER: This RFI supports the Office of Right of Way, which manages Real Estate transactions separate from the Highway Work Permits programs. Highway Work Permits are required for those who are performing work within the right of way of NYS highways. The OROW registered advertising, logo and tourist-oriented signs activities support the permitting and monitoring of these specific sign types along or adjacent to NYS highways as mandated by the Federal Highway Beautification Act of 1965 and applicable NYS law.

44. It is mentioned that NYSDOT desires a solution that has been implemented on a large scale in a state similar to New York in size and population. Could you please specify what does size and population signify? Is it state's geographical area and population? We gathered that the New York state area is around 142 square km and population is around 20M. We have provided solution to another state in the USA which is much larger in area but less in population. We believe that the geographical size of the state is a more appropriate criteria for qualification and therefore despite lesser population of that state, we hope that this credential will be appreciated by NYSDOT and help in making our qualifications stronger.

ANSWER: NYSDOT is seeking information about vendors who have provided similar solutions to other large transportation agencies (like state DOTs) to get a sense regarding how large of a geographic area was served as well as an estimate of the size of the population inside of this service area. This information has more to do with describing a potentially interested firm’s experience. Should an RFP be issued, information about New York state’s transportation system will be included in the RFP.

45. It is asked in one of the RFI questions that if the vendor can implement the solution in a six-month time frame if its COTS product meets most of the RFI’s requirements. Would you be open for four-month time frame for implementation and two-month warranty term and therefore overall six-month project?

ANSWER: NYSDOT is seeking information from the marketplace regarding presently or soon-to-be-available solutions which address the RFI’s potential requirements. NYSDOT does not have a preferred time frame for solution implementation at this point – NYSDOT is simply seeking what’s currently possible out in the marketplace.

46. Response requirement on ‘Company Literature and Product Literature’ is not very clear. Response to the Company Literature will be very similar to our response to other head ‘Vendor Information and Descriptions’ and therefore will have duplicate content. Could
the vendor merge these two heads into one like 'Company and product overview'? Even 'Demonstrate Company Stability, depth of resources, and control of products' has partial overlap with the above two heads. Can vendor propose its own response sections ensuring that all desired response checklist sections are covered and there is no duplicacy in various sections.

ANSWER: Yes, an RFI response may merge like 'Company and product overview' into one section. The checklist can point towards the one response section.

47. It is mentioned that NYSDOT is interested in a solution that includes options for vendor support throughout all regions of the state. Support may be delivered by contractor employees or partner relationships with regional or local service providers. Also, virtual remote support will be considered. We presume that the support in question is application support; if you are open for virtual support, then importance of vendor's physical local support throughout all regions of the state is not clear. Please elaborate.

ANSWER: The RFP, if issued, will present clear and complete requirements regarding user training and application support for any acquired Right of Way and real Estate IT System.

48. In Attachment 2-Potential High-Level Business Requirements: i) In the Acquisition subsection requirement number ACQ.06 is missing; and ii) In the Signs subsection requirement numbers SGN.05 and SGN.06 are missing.

ANSWER: The missing potential high-level business requirements in Attachment 2 are presented below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACQ.06</td>
<td>If the ROW project is funded to any degree by Federal funds (FHWA or other), the monetary amounts associated with the offer must be formally deposited at the time of the Declaration.</td>
</tr>
<tr>
<td>SGN.05</td>
<td>Users should be able to generate or upload documents and images and capture information for all documents related to registered advertising, Logo, TOD, and illegal signs and any associated permits.</td>
</tr>
<tr>
<td>SGN.06</td>
<td>Users must be able to generate a listing of all signs or a filtered subset of signs permitted by NYS DOT.</td>
</tr>
</tbody>
</table>

49. NYSDOT has asked to confirm vendor's experience and compliance with the NYS Office of Information Technology Service (ITS) and NYS IT system standards. Could you please share the required documents containing the latest NYS Office of Information Technology Service (ITS) and NYS IT system standards?

ANSWER: The NYS ITS Standards Document is currently under review. Should an RFP be issued, a more current NYS ITS Standards Document may be released with the RFP.

50. Regarding RFI Attachment 1, Question 11 – Is this the correct link for the NYS Datacenter? [https://labor.ny.gov/nys-data-center/index.shtm](https://labor.ny.gov/nys-data-center/index.shtm). Currently the published data focuses on demographics. Are there plans to expand the scope of the data center? What types of data are of interest for this site related to Transportation ROW?

ANSWER: The Data Center referred to is the NYS ITS Data Center. Please visit the following website for more information: [https://its.ny.gov/data-center-hosting](https://its.ny.gov/data-center-hosting).

51. Regarding RFI Attachment 1, Question 14 - Could you please provide more information regarding the NYS's State Financial System (SFS)? Was this system built internally or is
it based on a commercially available software product such as SAP or PeopleSoft? Is there an API available to support the level of integration you would like to do or do we need to develop an API for you?

ANSWER: NYS’s State Financial System (SFS) is based on PeopleSoft. NYSDOT is seeking information from the marketplace regarding available solutions which address the RFI’s potential high-level business requirements. NYSDOT does not have a preferred solution regarding APIs at this time, yet is interested to learn about vendors who can offer a solution who have experience with building APIs for integration purposes.

52. Regarding RFI Attachment 1, Question 16 - We are assuming that you are you looking for recommendations for managing the implementation of a COTS. Can you please confirm or clarify?

ANSWER: NYSDOT, via this RFI, is seeking information regarding implementation of a COTS solution which best fits the RFI’s potential high-level business requirements.

53. Regarding RFI Attachment 2 - Are you expecting a Yes or No answer for each of the requirements listed in Attachment 2 or are you looking for a detailed response for each requirement?

ANSWER: In addition to a Yes or No response, NYSDOT would be grateful to learn more about how a firm’s solution addresses the potential high-level business requirements listed in RFI Attachment 2.

54. What is the estimated cost of the Right of Way and Real Estate IT System?

ANSWER: Unless unavoidable, NYSDOT’s policy is to not release budget information for contracted projects procured under non-engineering RFPs. NYSDOT prefers to allow the marketplace to speak freely in response to the RFP’s requirements.

55. Has the Department allocated funding for the Right of Way and Real Estate IT System, yet? If so, through which source (budget, CIP, state/federal grant, etc.)? If no funding is secured, which sources will be sought and when? If utilizing a grant, would you be able to specify which one?

ANSWER: NYSDOT first instances funds all of its non-engineering contracts with state monies, which are sometimes reimbursed by federal grants. If issued, the RFP may present information regarding the source of funds targeted for use in the resulting contract.

56. If a subsequent RFP is released, has a time frame been established in which it may be issued?

ANSWER: This information is not available at this time. This information shall be summarily presented in NYSDOT’s NYS Contract Reporter announcement, which will precede any RFP’s release. All vendors who respond to or have expressed interest in this RFP will be contacted via e-mail once this Contract Reporter announcement has been released.

57. When does the Department want this solution to be implemented by?

ANSWER: This information is not available at this time. This information may be presented should an RFP be released.

58. Which other systems will have to integrate or interface with the Right of Way and Real Estate IT System, and will the Department provide incumbent vendors for each system?
ANSWER: This information shall be presented in NYSDOT RFP. During the pre-procurement planning stages, NYSDOT is seeking any information interested parties can share regarding external systems for which interfaces were developed for their COTS solutions.

59. Does the Department need to replace or upgrade any of the integrated systems in the next 5 years? If so, which system and when?
ANSWER: This information is not available at this time. This information may be presented should an RFP be released.

60. What vendor provides the Sesame system?
ANSWER: NYSDOT owns its Sesame system, which is supported by the NYS Office of ITS.

61. Who is the technical contact and/or project manager for the Right of Way and Real Estate IT System?
ANSWER: This information is not available at this time. This information may be presented should an RFP be released.

62. Does the Department anticipate any professional or consulting services may be needed through separate procurements to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)? If so, what services does the Department desire and how do they anticipate to procure?
ANSWER: This information is not available at this time. This information may be presented should an RFP be released, and may be the topic of information regarding any required directed external interface work to either be performed under a resulting contract or be coordinated with another vendor’s work under another contract.

63. I’m trying to gather the pertinent information on this solicitation. On the web posting there is a notation that RFI #2017-05 “will be posted to NYSDOT’s Right of Way and Real Estate IT System project website which is located at: https://www.dot.ny.gov/doing-business/opportunities/consult-ads (click on the date to the left of ‘ROW RFI 2017-05’). However, it does not appear that the RFI has been posted at that link.
ANSWER: The subject RFI documents can be accessed via: https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities.

64. Could you please let me know whether companies from Outside USA can apply for this (like, from India or Canada)?
ANSWER: This is a Request for Information only. This is not a Request for Proposals (RFP). As the result of RFI considerations, NYSDOT may issue an RFP and all firms who responded to this RFP will receive an e-mail alerting them to the RFP’s anticipated release.

65. Could you please let me know whether we need to come over there for meetings?
ANSWER: This is a Request for Information only. This is not a Request for Proposals (RFP). The RFI may request that entities submissions RFI response warranting further interest may be asked to remotely participate in demonstrations (via Webex).

66. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?
ANSWER: This is a Request for Information only. This is not a Request for Proposals (RFP).

67. Can we submit the proposals via email? ANSWER: NOT AN RFP. THE RFI SEEKS E-MAILED RESPONSES?
ANSWER: This is a Request for Information only. The RFI allows for electronic submission of RFI responses. Any Request for Proposals (RFP) released by NYSDOT will contain proposal submission instructions.