The New York Metropolitan Transportation Council (NYMTC), through its host, The New York State Department of Transportation (NYSDOT, or Department) hereby issues this “Request for Information” (RFI) to gather available market information regarding low-cost and adoptable project portfolio development and reporting system. NYMTC presently has an antiquated ‘Tool’ system which programs projects and funding into its annual Unified Planning Work Program (UPWP). Products from the UPWP application appear on NYMC’s website: https://www.nymtc.org/Required-Planning-Products/Unified-Planning-Work-Program-UPWP. The purposes of publishing the UPWP are to inform the public regarding NYMTC’s planning activities and to comply with federal planning and reporting requirements.

This IS NOT a Request for Proposals. No contract will emerge from this RFI. This is strictly an information gathering effort, which may inform the Department’s efforts to prepare a Request for Proposals. Responses to this RFI from potentially interested parties are encouraged. There is no restricted period associated with this RFI. Respondents to this RFI will not be precluded from responding to a future RFP, if any. It is not a future RFP mandatory requirement that interested parties respond to this RFI. NYMTC/NYSDOT will not be liable for any costs incurred by any respondent pertaining to the preparation and submittal of any written responses or for participation in a demonstration in response to this RFI.

NYMTC’s current UPWP application is being used for entering and querying project related data, and generating and downloading various reports. NYMTC and its member agencies access Tool (via NYMTC’s website) and enter project information using assigned login credentials. NYMTC performs the administrative tasks (create users, account management, security, etc.) of the website users. Most project data entered are for annual projects; data often gets entered once a year.

The current UPWP application is relatively small in size and has no more than 50 total fields. It was created a decade ago using an older version of the Adobe ColdFusion platform and is currently hosted on a NYMTC server. The application can be visualized via various screenshots, one of which appears following Interactive PDF file (to open, right-click over ‘Current UPWP Web App Screenshots.pdf’ then open with Adobe Document Object):
Limitations of the current Tool:
1. The application’s security measures fail to meet basic security standards.
2. Passwords are stored in plain text and are visible to anyone who accesses the UPWP database.
3. User provisioning is poor.
4. There are no password strength requirements and there is no history to capture how data has changed overtime.
5. The system cannot support multi-year projects. Today a new project needs to be created for each budgeting year.
6. Poorly designed database. There are no primary or foreign key relationships throughout the database and the referential integrity of the database cannot be guaranteed.
7. Project progress reporting has been developed as a separate module requiring a second login to access and draft reports.
8. Project tracking and expenditures tracking are not part of current application.

Information is sought regarding either available or readily adoptable application for entering and managing information related to the NYMTC’s annual Unified Planning Work Program (UPWP). The envisioned application will:
1. Include a dashboard, interactive reports and tables.
2. Feature customizable data entry forms.
3. Create a database design, data model, and programming using, preferably, Microsoft SQL Server.
4. Create a scalable web application using, preferably, .NET Framework.
5. Conduct various techniques such as Brainstorming, Document Analysis, Focus Group, Interface Analysis, Face-to-Face Group Meetings with users, Prototyping, and Reverse Engineering to perform analysis and document requirements related to all aspects of the UPWP web-application development. The analysis should identify users/stakeholders, functional, technical, data, and database requirements.
6. Create a database design using an Entity Relationship Diagram (ERD) so that it can minimize data redundancy, restructure, and help enforcement of referential integrity.
7. Create a web-application using iterative wire-framing and prototyping design process so that users and stakeholders can see the interaction flow, design, and navigation at the completion of each iteration. It is estimated that up to six iterations may be required to incorporate input related to User Experience (UX) and User Interface (UI). Development and testing of each iteration should be created on NYMTC’s server.
8. Perform scans and security checks for any web-vulnerabilities and misconfigurations. Web-vulnerability types, including, but not limited to, Cross-Site Scripting, SQL injection, CSRF injection and transport layer weaknesses.
10. Migrate historical data into the new database where applicable. The current UPWP ‘Tool’ application has about ten years of data. Some of the data tables have evolved over the years and lost referential integrity.
11. Provide two half-day on-site trainings to the users at the NYMTC’s central office.
12. Provide maintenance and support.

Maintenance of NYMTC’s UPWP application will be required after the application has been successfully deployed onto the NYMTC server, tested and accepted. The ideal replacement system should include assurance that it functions bug-free and in accordance with its design and
documentation. It should include maintenance and necessary modifications to keep the system up to the current revision of all underlying tools and technologies (operating systems, databases, etc.) for up to a five-year period after acceptance. Updates should ensure proper operation with recent versions of leading web browsers, patches to respond to security concerns, and the timely correction of material bugs that interfere with day-to-day use of the software. The ideal solution shall also feature a back-up and recovery plan in case the new UPWP-Tool is inoperable or crashes so that no features and functions are available. Ideally, an attractive response plan will be provided within five business hours and full service restored within two business days (other plans might be acceptable).

NYMTC is seeking to find out more about a currently available solution which meets the envisioned system presented in RFI. Interested entities are encouraged to electronically submit a written RFI #2018-05 Response (in PDF format) to:

1. lsmet.apdiroglu@dot.ny.gov and
2. alfred.hasenkopf@dov.ny.gov

**Responses are due December 28, 2018. Questions are due by noon on December 21, 2018.**

Your response shall include a cover letter on company letterhead, characterizing your general interest and present any relevant company background information. Feel free to provide several references regarding recent clients for which you’ve provided similar services to. To what degree(s) does your business model(s) rely on third party vendors Concise information pertaining to readily-available apps, configurable apps, high level costs, design issues and practical knowledge gained from relevant experience is being sought in the main body of your RFI Response. NYMTC may, at its discretion, invite RFI responders of further interest to either visit NYMTC at its Main Office, 25 Beaver Street, Suite 201, New York, NY 10004 or remotely participate in a webinar (or a combination of) for further discussions with possible product demonstrations.

NYMTC seeks information about your firm’s ability to maintain and support any implemented solution over a longer term. Also, please address if your firm’s technical support including remote support.

**CONFIDENTIALITY:** All RFI responses shall become the property of NYSDOT. All materials submitted by respondents are considered agency records pursuant to New York State’s “Freedom of Information Law” (FOIL) (See, Public Officers Law, Article 6). Agency records are generally available to the public upon request. However, pursuant to Public Officers Law, Section 87(2)(d), NYSDOT may “deny access to records or portions thereof that: are trade secrets or are submitted to [NYSDOT] by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” In order for respondents to claim the exemption from disclosure provided by this provision of law, respondents must mark as “CONFIDENTIAL” any proprietary information contained in their RFI response that they wish to protect from further disclosure or dissemination.

By the act of submitting a response to this RFI, respondents acknowledge that: (1) the submission of the response shall be the respondent’s sole opportunity to claim such exemption from disclosure or dissemination of information contained in their response; and (2) failure to mark such information as “confidential” will constitute a waiver of confidentiality, and will release NYMTC/NYSDOT and the State from any liability for disclosure or dissemination thereof.
NYSDOT is charged with making the final determination concerning any exemption from disclosure claimed by respondents. In addition to marking the information, respondents must provide NYSDOT with a detailed written justification for classifying the information as “CONFIDENTIAL”. Undocumented and unexplained claims for exemption from disclosure or dissemination shall not be binding upon NYSDOT or the State. A conclusory declaration that disclosure would be injurious will not suffice. Respondents must assert that disclosure of claimed proprietary information, their written justification for exemption, or any portion thereof would be injurious, and must provide sufficient detail to support their claim for exemption from disclosure or dissemination under FOIL.

Respondents acknowledge that NYMTC/NYSDOT may be required to release any such information if so ordered by a court of competent jurisdiction. In such event, the Respondent will be notified of the commencement of legal action to compel disclosure, and the Respondent must either participate in the defense of such action or waive its claim of confidentiality. Failure to participate in the defense of such action shall be deemed a waiver of any claim of confidentiality.

**Note: This IS NOT a Request for Proposals.** It is an invitation to provide NYMTC with information regarding current, available, adoptable, inexpensive solutions to implement a comprehensive UPWP project data entry and management app accessed via the Web. Please e-mail your RFI #2018-05 response to and please submit any questions regarding this RFI to Ismet Apdiroglu (ismet.apdiroglu@dot.ny.gov) of NYMTC Contract Liaison, and to Al Hasenkopf alfred.hasenkopf@dot.ny.gov of NYSDOT Contract Management Bureau.

**NYMTC Contact Person:**

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