



Solicitation Information
27 Oct 11

Request for Proposals # 7449176

Title: Node 2 Upgrade - RIDEM

Submission Deadline: 28 Nov 11 @ 2:30 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov and must be received no later than 14 Nov 11 @ 12:00 noon Eastern . Please reference the RFP# on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

NOTE TO VENDORS

Offers not accompanied by a completed and signed Bidder Certification Cover Form may not be considered.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

The Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM or DEM) is soliciting proposals from qualified technical consultants to provide written technical and administrative plans, design specifications, hardware and software recommendations and the installation of a National Environmental Information Exchange Network (NEIEN) Node 2 upgrade. This is requested in accordance with the terms of the Request for Proposals and the State's Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

The RIDEM was awarded a NEIEN grant and installed Node 1.1 in 2007 and created 3 data flows;

1. Facility data from the DEM Oracle (Permit Process Tracking Information System (PPTIS) system to the EPA Facility Registration System (FRS),
2. Water Resources water quality data to the EPA Water Quality Exchange (WOX) system.
3. DEM also used the node technology to flow Department of Health (DOH) laboratory results for water sampling to the DEM Water Resources Office.

Currently only the DOH to DEM data flow has been maintained. The FRS flow was discontinued as DEM moved from the Oracle based PPTIS system to a MS SQL based Permits Licenses and Other Vital Environmental Records (PLOVER) system, and until the facility file was cleaned of duplicates. The WOX data a flow was discontinued as the Office of Water Resources lost key personnel to review data in the new system before data transfer.

The recent NIEIN grant is to enable a mandatory upgrade to Node 2.0 technology DEM has researched various Node 2.0 products and so-called "free" open node options and has chosen to use the EN open node to be the most cost effective and compatible solution to work with the current Node environment. This RFP is to cover the configuration and installation of that EN Open Node, the purchase of tool(s) and training to assist DEM staff with managing current data flows and creating new data flows. This methodology should decrease the need for additional contracting for outside support.

DEM does not intend to updated hardware or architecture that is in place from the Node 1.1 installations and will use this hardware for the node 2.0 installation. Any configuration changes to accommodate the node 2.0 or security changes are part of the RFP.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS

- All respondents MUST register online at the RIVIP's Internet website @ www.purchasing.ri.gov. Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchasing which can be accessed through the website.
- A fully completed and *signed RIVIP Bidder Certification Cover Sheet - All three pages* should accompany response submitted. Failure to make a complete submission inclusive of this three-page document may result in disqualification.
- Should there be a need for technical assistance in registering, and/or downloading any document, call the RIVIP HELP DESK@ (401) 222-3766. Office Hours: Monday thru Friday, 8:30 AM - 4:00 PM.
- All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this Request will be made to a prime respondent, who will assume responsibility for all aspects of the work.
- All pricing submitted will be considered to be *firm and fixed* unless otherwise indicated herein.
- Submission in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to the other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and may not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.
- During the life of the contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.

- The State of Rhode Island has a goal of ten per cent (10%) participation by Minority Business Enterprises (MBE) in all State procurements. For further information, visit the website www.ri.mbe.gov. To speak with an M.B.E. Officer, call (401) 574-8253.
- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP/LOI
- The detail of work is outlined in the section entitled "Scope of Work". Work should begin by, on, or about October 2011. The initial contract for services is envisioned to be completed within 9 months.
- Proposal misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED OR E-MAILED PROPOSALS WILL NOT BE CONSIDERED. The official time clock is located in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact businesses in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040.
- Respondents will be responsible for determining the level of success of their activities through use of appropriate process and outcome measurements. Each activity must produce an identifiable deliverable or a measurable outcome.
- Respondents are instructed to submit a combined Technical/Cost Proposal response described in detail herein.

Note: This is a Request for Proposals (RFP), not an invitation for BID: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this request, other than to name those offerors who have submitted proposals. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

CONTRACT PERIOD

The term of any award resulting from this request shall be from approximately December 2011 through June 2012.

COMPENSATION AND PAYMENT TERMS

Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on RIDEM approved deliverables with a breakdown by hours per resource for each deliverable.

PERFORMANCE EVALUATION

Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan (with named individuals - see Supplemental Terms & Conditions paragraphs 44 - 50), key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.

Monthly reports will be delivered on project activity, detailing timelines, labor hours on each task in a format mutually agreed upon RIDEM and the successful vendor.

RIDEM will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

Completion and Acceptance Criteria

- Deliver a final release that is 100 % free from major bugs and meets 100% of the functional requirements. A major bug makes a major feature inoperable, and has no practical workaround.
- Execute the full system test plan in the production environment.
- Execute performance benchmark test for the system in the production environment.
- Deliver a release notes and known issues document for each phase of the project. Identify and document items that need to be part of DEM's maintenance and support plan for each phase.
- Complete training to administrative and technical staff.
- Deliver source code, executables, and scripts, which shall become the unrestricted property of the State of Rhode Island, Department of Environmental Management.

Instructions for Proposal Content and Format

NOTE: *TECHNICAL AND COST PROPOSAL documents will not be submitted separately but are to be combined into one complete submission; Proposal format will include:*

- 1) Technical Proposal information presented first based on elements described below*
- 2) Itemized Cost Proposal documentation.*

Consistent with the Scope of Work (SOW) described in this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

BACKGROUND AND PREVIOUS EXPERIENCE

- A Completed and signed three-page RIVIP bidder certification cover form. Form is downloadable from www.purchasing.ri.gov.
- A Completed and signed W-9 Taxpayer Certification Form, downloadable from www.purchasing.ri.gov
- Company Introduction: Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise relative to the service requested.
- Relevant Experience: Respondents are to include a comprehensive listing of NEIEN Node 2 upgrades that they have built or installed. In addition, respondents should list similar projects and/or clients served similarly in concept to the project being proposed.
- Existing Workload: Respondents are to include a current listing of all projects contracted to perform and their capacity to add another project of this size within the timeline expressed.

ORGANIZATION AND STAFFING

- Staff Qualifications: Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has acquired knowledge and a depth of experience in the proposed technologies.
- Sub-Consultants: As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

PROJECT WORK PLAN

- **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the SOW requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. Alternative approaches and/or methodologies to accomplish the intended results of this procurement will be considered. The ideal candidate will have already built and implemented new Node 2.0 upgrades for business models similar to Rhode Island. Has chosen an open node solution because of compatibility with our existing solution which will provide the most cost effective solution. This RFP seeks implementation of the Node 2.0 open solution, update for current Node 1.1 WOXS and FRS data flows, a data mapping tool and training for RIDEM staff. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan (with named individuals - see Supplemental Terms & Conditions paragraphs 44 - 50), key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
- **Solution Functionality:** Proposals must include a description of the capabilities provided by their proposed solution, including those items which are out of the box, configurable, or require customization mapped to the requirements identified in this RFP.
- **Architecture:** Proposal will assume use of existing Node 1.1 architecture.
- **Security Architecture:** A description of how security will be maintained within the system.
- **Project Manager:** Vendor must provide a project manager to serve as the main interface with the RIDEM project manager. The project manager must have experience with projects that are comparable in size and scope.
- **Reporting Requirements:** Any reports or documentation generated will be submitted electronically for ease of review. The successful respondent will be prepared to discuss findings in a coordinated team meeting environment should this be required.

- Supplemental Information: Respondents are encouraged to submit any other information deemed useful to provide RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The cost proposal will reflect completion of the project, itemized by task, or assets (hardware or software) to be procured. Each task will correspond to a deliverable identified in the work plan provided by the vendor as part of the proposal package. The cost proposal may include additional services that the contractor believes will benefit the Department and the overall final product.

- Cost proposal prices submitted will be considered firm and fixed.

PRE-PROPOSAL QUESTIONS

E-mailed questions may be submitted in accordance with the terms described on page 1 of this solicitation. Questions received, if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SUBMISSION REQUIREMENTS AND DUE DATE (see page 1)

All document pages are to be numbered in consecutive order.

Combined TECHNICAL/COST PROPOSAL ("original" plus five (5) copies) submissions are to be either mailed or hand-delivered in a sealed envelope marked: RFP # 7449176 - "Node 2 Upgrade - RIDEM" by the date and time listed on page 1 of this solicitation.

RI Dept of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be accepted. The "official" time clock is located in the Division of Purchases Reception area.

EVALUATION AND SELECTION

The State will establish a Technical Review Committee that will evaluate and score combined Technical/Cost proposals received utilizing the following criteria resulting in a final ranking and recommendations selection:

SELECTION CRITERIA

1. (25 Points) - Vendor Capacity, Capability and Qualifications. Experience with Node 2.0 upgrades. Availability and maturity of existing product.
2. (25 Points) - Solution functionality - depth and breadth of solution capability, degree of configurability (i.e. flexibility in configuration).
3. (20 Points) - Quality of project work plan.
4. (20 points) - Proposed Project length and start date.
5. (10 Points) - Cost.

Upon final selection approval, all respondents will be notified by the State, via a posting on the Division of Purchases website, that a final selection has been made.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK

- Existing Hardware:
The proposed solution is limited to the existing server and workstation architecture available at the RIDEM. Hardware enhancements are not expected to

be implemented with these limited grant funds and if necessary will reduce the funding available for the proposed solution.

- Workstations:
Client computers have a standard, Windows XP or Windows 7 32 bit Operating System configuration with 1GHz Processors, >75 Gig Hard Drives and at least 250 MB Ram.
- Servers:
Application Server: Dell Server with Windows 2003 Operating System, IIS Web Server 6.0, .Net 2.0 Framework, Microsoft WSE 2.0 installed.

Database Server: Dell Server with Windows 2003 Operating System. SQL Server 2005 installed

- Software:
The system will use an existing SQL Server 2005 relational database as the database solution. A Windows 2003 operating system supports the IIS web server and the .Net framework.
- Description:
RIDEM implemented a National Environmental Information Exchange Network Node version 1.1 in 2007 to support the exchange of environmental data with the EPA. Advances in technology have resulted in a new Node version 2.0 standard that will improve the features and functionality of the Node and bring it to current industry standards. The state intends to expand the number of data flows exchanged with the EPA as well as utilize the technology for other internal and external web services. The Exchange Network Governance strongly recommends that Partners use one of several available open source Node implementations to update existing systems. In order to reduce the amount of customization, the most cost effective solution is to implement the open source EN Node which is most compatible with the department's existing node technology environment and infrastructure. The work to be completed will include the installation, testing, training, documentation and migration of existing data flows. The goal is to train the state's resources using tools provided by the vendor to independently maintain and create new data flows and web services.
- Deliverables:
 - A project plan with well defined tasks, roles and responsibilities and a schedule for the implementation project.
 - Installation of the open source EN Node 2.0 solution. The state has identified the EN Node as the most cost effective solution.
 - Test the application to ensure successful upgrade.

- Documentation for installation, administration and data flow development.
- Upgrade existing data flows from Node 1.1 to Node 2.0. These flows include WQX and FRS.
 - Additional mapping for WQX biological data elements will be provided if the state data systems are ready at the time of implementation.
 - FRS data flow will be updated to FACID_v3.0.
 - FRS data flow will be mapped from the PLOVER SQL based information management system.
- Test state to EPA data flows in cooperation with EPA-CDX.
- Provide on site training to staff on data flow development, and Node administration.
- Provide data flow implementation guidance on NEI-EIS.
- ICIS-NPDES data flow mapped to NPDES Management System.
- Provide tools to reduce or eliminate the need to write code for data flow mapping and training on the tool(s).
- Constraints
 - The Node 2.0 must be implemented on existing Node 1.1 hardware (see above Hardware and Servers).
 - DEM requires the open node EN Node 2.0 solution.
 - RIDEM has limited PLOVER business experts to devote to this work. The contractor will provide notice and schedule meetings in advance with RIDEM staff
- Communication Approach
 - RIDEM prefers a SharePoint or similar system for Project management. Documents, tasks and information related to the project get posted and reviewed by stakeholders online.
 - Biweekly conference call meetings with project team and vendor to monitor progress and resolve issues in a timely manner as needed.