



**Solicitation Information**  
23 Jan 12

Request for Proposals #7449407

Title: UST Inspection Management System

Submission Deadline: 24 Feb 12 @ 11:30 AM (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](mailto:questions@purchasing.ri.gov) and must be received no later than 15 Feb 2012 @ 12:00 noon (ET). 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**

Jerome D. Moynihan, C.P.M., CPPO  
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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) 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 Underground Storage Tank (UST) mobile inspection tool and UST Inspection Management Application. This is requested in accordance with the terms of the Request for Proposals and the State's Condition of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

In order to facilitate reporting requirements to the USEPA in regards to the Energy Policy Act of 2005, the UST Management Program is seeking proposals to develop and design software/hardware, to collect, manage and analyze data related to UST inspections.

RIDEM has developed an integrated information management system called PLOVER (Permits Licenses and Other Vital Environmental Records) to manage business processes for the regulatory divisions. The UST Inspection Management Application will require many of the same data fields and programming components that are required by PLOVER. The duplicate data entry of these fields into multiple systems is resource intensive and susceptible to error. Therefore we will require that the selected Contractor work with the RIDEM Programmer Analyst to integrate the solution into the PLOVER system, reusing available components. The state also has updated hardware/software architecture in place to securely share data among associated systems and provide web access to stakeholders. Associated systems have been SQL Server 2005 database platform with Microsoft.Net framework applications and IIS 6.0 web serving capability.

The vision of this project is to implement a UST Inspection Tool and Management Application using computer tablet hardware that can interface with the existing PLOVER Information System. It is expected that this effort will eliminate duplicate entry of permit data and streamline the management of data at the RI UST Management Program.

## INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- All respondents MUST register online at the RIVIP's Internet website @ [www.purchasing.ri.gov](http://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) 222-2142, ext. 134. 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.mbe.ri.gov](http://www.mbe.ri.gov). To speak with an M.B.E. Officer, call (401) 574-8253 or email [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov)
- 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 November 2011. The initial contract for services is envisioned to be completed within 12 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. *This is a requirement only of the selected service provider.*
- 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 March 2012 through February 2013.

## 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 agency.

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 RIDEM'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](http://www.purchasing.ri.gov).
- A Completed and signed W-9 Taxpayer Certification Form, downloadable from [www.purchasing.ri.gov](http://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 similar UST Inspection Management Applications that they have built or installed for three state government agencies. 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 UST Inspection Management Applications for three states similar to Rhode Island. The RIDEM is anticipating and prefers evaluation of alternative approaches such as modifying an existing UST Inspection Management Application from

- another State(s) that have proven successful to keep the cost of new development and troubleshooting to a minimum and increase the number of enhancements that can be provided in the proposal. However, 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.
- Project Manager: Vendor must provide a project manager to serve as the main interface with the UST Inspection Management Application 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 using Microsoft Word 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.

### Proposed Solution

- 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: Proposals must include a description of the solution architecture, including hardware and software requirements, primary application languages, database, application interfaces, code structure (i.e. identification of primary classes, structure of interface logic vs. business logic, etc), and deployment architecture.

- System documentation: A description of the system documentation to be delivered with the completed project must be included.
- Security Architecture: A description of how security will be maintained within the system.
- Total Cost of Ownership: A description of the support and maintenance procedures and assumed costs, including hardware and software maintenance, operational staffing and system administration.

## 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 (3) copies) submissions are to be either mailed or hand-delivered in a sealed envelope marked: RFP #7449407:UST Inspection Management System" by the date and time listed on page 1 of this solicitation.

~~RI Dept of Administration~~  
 Division of Purchases, 2<sup>nd</sup> 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.*

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A Cost component reflecting the fee structure, proposed for this scope of services.
3. A Technical component describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

## 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 UST Inspection Management Application development. 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. (10 Points) - Solution architecture - Scalability, reliability, recoverability, flexibility of proposed solution architecture. Deployment configuration consistent with state standards and existing hardware/software.
4. (10 Points) - Quality of project work plan.
5. (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.

## Statement of Work

### Existing Hardware

The proposed solution is limited to the existing server and workstation architecture available at the RIDEM. Hardware enhancements are expected to be implemented as part of the proposed solution. Cost for hardware and software procurement will be separate from this RFP and will be borne by RIDEM. The proposed solution is limited to the existing server set-up in place at RIDEM or that is planned to be purchased by RIDEM (see below).

### Workstations

Client computers have a standard, Windows XP Operating System configuration with 1GHz Processors, >75 Gig Hard Drives and at least 250 MB Ram.

### Servers

- Current Application Server: Dell PowerEdge 2850, Windows Server 2003 running IIS 6.0.
- Current Database Server: Dell PowerEdge 2950, Windows Server 2003 running SQL Server 2005.
- Proposed Application Server: Dell xxx, Windows OS version tbd, running IIS 6.0.
- Proposed Database Server: Dell xxx, Windows OS version tbd, running SQL Server 2008.

## Software

The vendor must build software according to the following architecture guidelines.

- All software must be built using Visual Studio .NET 2003 or Visual Studio .NET 2010. If the software is built using a different version of Visual Studio than named here, the vendor must provide a copy of software that has been migrated to one of these versions and which is fully deployable.
- All coding is to be done using the C# programming language.
- Security for the application must be managed using Windows Integrated Security where the domain credentials ensure access to the application.
- Currently, RI DEM utilizes a 3 tier architecture for their PLOVER application where the presentation, business logic and data layers are logically separated to increase portability, scalability and re-usability. The software written for the UST Table Inspection project must fully integrate, with PLOVER in utilizing the middle tier, business object layer, rather than directly writing to database tables. If a pre-built system is proposed for this project and it is architecturally not feasible to use the middle business object layer, all stored procedures must be reviewed by DEM/MIS and must follow all business rules established in the middle tier.

## Network

All PCs have a general LAN connection and DEM staff will access the application through the PLOVER system at their desktop and when using the tablet application they will not use an external web service, but will sync in-office to the state DEM network.

## Detailed Description

RIDEM's UST Management Program intends to purchase a tested solution that can be customized to reflect our inspection form and needs and that is integrated into the existing PLOVER information system.

RIDEM intends to purchase tablets, printers and a server based on recommendation made by the contractor in coordination with the State's Department of Information Technology (DoIT) staff. This RFP DOES NOT include the purchase of the hardware and software. This RFP DOES include procurement of the UST Inspection Application software and integration with PLOVER and a recommendation from the contractor regarding hardware procurement.

In order to reduce the amount of customization, the most cost effective solution is to implement a system that has been shown to be successful in other states and is most compatible with the department's existing technology environment and infrastructure. The work to be completed will include the analysis to integrate with PLOVER, programming, installation, testing, training, documentation and possible migration of existing data to any new tables. The goal is to integrate the solution with the existing PLOVER system and update the state's resources to independently maintain the solution as part of PLOVER.

The solution will enable UST staff to easily identify Facilities that need to be inspected for annual compliance inspections or an installation of new equipment, create an inspector's "to do" list, pre-populate an inspection form on the tablet, perform field inspections (including drawings and signature capture) and print compliance documents in the field. Inspectors will be able to suspend and resume inspections in the field. Once inspections are complete, the solution will allow the inspector to easily update PLOVER with the inspection information and use any compliance information to kick-off the Workflow component of PLOVER. The inspectors will not view, exchange or update data between the tablet and server in the field using the web. An outcome of using the product is to report to EPA the percent of facilities that are:

1. In Significant Operational Compliance (SOC) with Release Prevention
2. In Significant Operational Compliance (SOC) with Release Detection
3. In Significant Operational Compliance (SOC) with both Release Prevention and Release Detection

#### Technical Details

1. Additional tables will be added to the existing PLOVER registration database to support storage of inspection results, identification of updated registration records, management of the compliance violation library, compliance violations, and storage historical registration records.
2. Details of historical inspections need not be imported into the system but at a minimum the most recently completed inspection date must be imported or entered in order to identify which inspections are due for inspection.
3. All software on the inspection laptop/tablet and servers will be built with the Microsoft .Net Framework using the C# programming language.
4. The synchronization web service and inspection management website use ASP.Net and Internet Information Server. As such they support the standard http and/or https protocols and challenge response Active directory security and are suitable for use on the internal state network,

via secure VPN into the state network, and externally via the public Internet.

5. The inspection system can print wired or wirelessly (Bluetooth) to any windows printer. In the field a wireless (Bluetooth) printer built for mobile use (such as the HP H470wbt) is recommend.
6. The inspection system can support either an internal or external GPS receiver, but an external UST GPS receiver with SiRFstarIII chip such as those sold by USGlobalSat is recommend.

#### General Requirements

1. A project plan with well defined tasks, roles and responsibilities and a schedule for the implementation project.
2. A project manager assigned as coordinator and point of contact for the duration of the project.
3. Work closely with the RIDEM MIS DoIT staff to ensure the solution is integrated with the PLOVER system.
4. Work closely with the UST staff to ensure the current necessary information is collected in the inspection format and current UST data is used in the inspection form.

#### Deliverables

1. Create an Integrated UST Inspection Tool (Mobile Tablet Application) to Include:
  - a. Create Inspection Scheduling and To Do List
    - i. Schedule future inspections.
    - ii. Search for facilities to schedule by facility name, address, owner name, and/or last inspection date; filter to show only sites with active tanks, only sites with at least one federally regulated tank, sites with at least one state regulated tank, or sites with heating oil USTs only.
    - iii. View list of inspections to be performed (inspector's "To-Do" list).

- iv. View and print facility summary data (owner, contact, tank system) before and after scheduling.
- v. Reschedule, and cancel facility inspections.
- b. Record facility compliance with release response notification, financial responsibility, operator training, release response and tank compliance in accordance with RI state and EPA federal regulations. Most of the fields on the current inspection form will be collected (fields will be added and removed based on the UST programs current requirements and future plans). Specific installation, spill prevention, release detection, secondary containment, and other compliance can be collected for each active tank individually. In addition, the system must be able to collect specific compliance requirements associated with temporary and permanently closed tanks. The system compliance entry mechanism must require entry for all the compliance applicable to a specific site, tank, and piping. A simple example, a steel pipe or tank will require corrosion protection compliance entry where a fiberglass one will not. More complex examples include variations depending on the installation/replacement date of the tank/piping, the equipment/design of the UST system as a whole, and many others.
- c. Categorize compliance violations (informal warning (not included on violation letter but recorded for EPA and other reporting purposes), formal violation notification, or red tag violation).
- d. View compliance history collected during past inspections.
- e. View previous closed tank data.
- f. Record release detection and release prevention data for tanks and piping.
- g. Capture GPS coordinates for the facility and tanks. Support for collection of GPS coordinates using either a built-in or USB connected GPS receiver. The system must assure "good" quality coordinates are captured by accepting multiple successive "good" quality readings from the receiver before accepting coordinates. Integrated ability to visually verify coordinates using a web mapping service (Google Maps, Bing Maps) when connected.
- h. Attach photos and other files to inspection. Categorize the photos and enter a description for each.
- i. Draw a site diagram including the ability to specify a background image, a mechanism to show the positions of the tank, dispensers, monitoring wells, buildings, dispenser canopy, tank pad, and the ability to draw/write freehand with the tablet's pen.

- j. Capture facility owner's/representative's signature on site to be printed on appropriate reports.
  - k. Generate, attach and print PDF inspection reports that include all facility, tank, piping data as it existed at the time of the inspection as well as any compliance violations.
  - l. Generate, attach, and print a PDF deficiency letter and/ or red tag notice that list of the applicable compliance violations. The specific tank system that failed should be listed along with the required action to be taken by the facility. Any additional note entered by the inspector for each failed compliance violation should also print.
  - m. Generate and print a certification statement and return to compliance plan if needed.
  - n. Download incremental changes to facility, tank, and piping systems data from the existing PLOVER UST registration system.
  - o. Perform an inspection completely disconnected from the state network and Internet.
  - p. Calculate Significant Operational Compliance (SOC) for each inspection.
  - q. Print reports and forms identified above in the field with a wired or wireless printer.
  - r. Perform a complete compliance inspection or partial inspection (such as a complaint or follow-up).
  - s. Upload inspection results including all compliance results, changes to registration data, and electronic files to the server. During the upload process any facility information that has been changed must be backed up with a full copy of all facility and tank data such that the historical record can be retrieved at anytime in the future. The backup should record the date, the reason for the change (owner information and inspection results) and the person who made the change.
2. Create an Integrated UST Inspection Management Application (PC).
- a. Search for UST facilities and inspection by facility name, location, owner/operator name, last inspection date, inspector, inspection status; filter results to show only sites active tanks, only sites with at least one federally regulated tank, or sites with heating oil USTs only.
  - b. Display a read-only summary view of facility and tank data.

- c. Schedule a facility inspection (enter date, assign inspector, enter comments).
  - d. Allow display of all historical versions of all UST registration data (facility, tanks, piping, contacts) for each facility.
  - e. View facility's inspection history and electronic inspection reports.
  - f. Generate EPA SOC Compliance reports.
  - g. Generate a report to indicate which facilities are overdue for inspections.
  - h. Generate summary reports to identify 10 most common deficiencies.
3. Create an Integrated UST Violation Repository and Management Tool (Library).
- a. Load and categorize all applicable EPA federal and RI state regulations and statutes that apply to the UST program in the database.
  - b. Add, update, and disable regulation descriptions.
  - c. Add, update, and disable possible violations of the regulations.
  - d. Record violations name, corresponding regulation, category, violation description, and the required action by the facility to comply with the regulation.
  - e. Identify the suggested enforcement (informal warning, formal citation, red tag) for each violation.
  - f. View and identify the effect of the violation on the sites overall significant operational compliance as defined by the EPA. The program must be able to override this designation.
  - g. Search the compliance library by category, regulation, and full text search.
  - h. Download compliance library changes with each synchronization of the tablet application.
  - i. Upload changes to the compliance library and email the compliance manager when compliance violations are added or modified in the tablet application by inspectors.
  - j. Receive automatic email notifications of violation descriptions that are added or modified.

- k. Keep a full history of all violation description changes, because the verbiage used will be printed on past inspection/enforcement reports.
4. Create a Compliance Management Tool and work with DEM MIS to integrate data from the Tool with PLOVER Workflow to track compliance.
    - a. Manage enforcement violations that have been cited in the field.
    - b. Search for enforcement cases by compliance due date, facility name, facility address, and inspection date; filter by compliance past due, inspector, and enforcement severity.
    - c. Allow return of inspection to inspection tool for inspector revision.
    - d. Allow attachment of additional electronic document to support inspection results.
    - e. Allow attachment of additional electronic document supplied by facility owners to achieve compliance.
    - f. Tracking and updating of the violation compliance.
    - g. Allow referral of all or some of the violations to the formal enforcement group.
    - h. Record settlement and resolve violations or rescind violations.
  5. A project plan with well defined tasks, roles and responsibilities and a schedule for the implementation project.
  6. Test documentation demonstrating that the application has been tested to ensure successful product.
  7. Documentation for installation, administration and training.
  8. Provide on site training to product administrators and users.
  9. The contractor must provide DEM with a copy of all source code with the exception of any third party binaries. Furthermore, the contractor must provide a copy of the software on a development machine in a "deployable" state. That is, all source code, including any third party binaries, must be provided to DEM such that the software is able to be deployed to the application server by DEM MIS staff.
  10. The contractor must provide DEM with all SQL scripts for all database tables, triggers, views, user-defined functions and stored procedures.

11. All code must be fully commented with a description for each method, class, procedure, as well as any logical blocks within methods or procedures that are not self-explanatory (beyond the usual requirements documentation and user documentation).

12. Provide a one year maintenance contract including details of the support policies and procedures and clearly outlining Contractor and DoIT responsibilities. It should also include but not be limited to; business hours and off hours support difference, number of support hours included, response times and escalation criteria and procedures.

### Constraints

1. All work associated with project must be completed by December 31, 2012.
2. The UST Inspection Management Application will include all required fields on the current RIDEM UST inspection form (Attachment 1).
3. System must populate data fields required by PLOVER and will use PLOVER data fields to populate the tablet Inspection form.
4. The Contractor will work closely with the RIDEM Programmer Analyst to ensure that PLOVER components are used wherever possible.
5. RIDEM has limited UST and PLOVER business experts to devote to this work. The contractor will provide notice and schedule meetings in advance with RIDEM staff.

### Communication Approach

1. Biweekly conference call meetings with project team and vendor to monitor progress and resolve issues in a timely manner as needed.

END