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1. **SCOPE**: This solicitation is a Request for Offer (RFO) for services to provide a geospatially enabled roadway inventory and linear referencing maintenance system to replace TxDOT’s legacy roadway inventory systems. The services shall include a provision of database structure, tools, methods, and processes for data input, output, management, analysis, quality assurance, and reporting. It is anticipated that the work to be performed under this procurement will be completed no later than June 30, 2012.

1.1. TxDOT seeks a single centralized data repository and data management system to eliminate duplicative and redundant processes and improve the efficiency and value of TxDOT’s roadway inventory management system.

1.2. The proposed solution may be Commercial Off-the-Shelf (COTS) Software, Modified Off-the-Shelf (MOTS) software, custom written software, software as a service (SAAS), or a combination of these.

1.3. The proposed solution shall meet, but not be limited to the requirements identified for completion in Phase 1 (Ref. Attachment A – Preliminary System Requirements Specification). The proposed solution may, but is not required to include requirements identified for future phases. TxDOT will review the future phase requirements if included in the proposed solution for best value; however, TxDOT will only evaluate the proposed solutions based on the Phase 1 requirements. This document may be updated with additional detailed requirements as part of the service during the term of the purchase order as required by TxDOT. TxDOT reserves the right to solicit future phases for similar work as stand alone projects. The major functions shall be implemented in Phase I.

1.3.1. Centralized Linear Referencing Methods (LRM) data maintenance (does not include network geometry in this phase)

1.3.2. Distributed roadway inventory data maintenance

1.3.3. An LRM Conversion module that can be accessed and used by multiple applications across the agency

1.3.4. Quality Assurance and Quality Control of data maintenance activities

1.3.5. Data imports from and exports to multiple systems

1.3.6. Revised business processes for maintaining LRM and roadway inventory data

2. DEFINITIONS OF TERMS AND ACRONYMS

2.1. ADMINISTRATIVE DATA – Data items related to the jurisdiction(s) in which a road segment is located. Examples include county name/number, city name/number, TxDOT district name/number, TxDOT Maintenance area number, Metropolitan Planning Organization (MPO) name/number, Metropolitan Planning Area (MPA) name/number, Urbanized Area (UZA) name/number.

2.2. ARI – Automated Road Inventory. Straight-line diagrams illustrating roadbed configurations and identifying the locations of important roadside features (Exhibit 1).

2.3. ATTRIBUTE DATA – Roadway-specific data such as number of lanes, shoulder type, median type, roadbed type (frontage roads, main lanes, etc.), surface type, and others (Exhibits 2-12).

2.4. CSM – Control Section Milepoint. One of the linear referencing methods used by TxDOT.

2.5. DDCS – District Data Collection Software

2.6. DFO – Distance from Origin. One of the linear referencing methods used by TxDOT.

2.7. FHWA – Federal Highway Administration

2.8. GIS – Geospatial Information System

2.9. GPS – Global Positioning System

2.10. HPMS – Highway Performance Monitoring System

2.11. LRM – Linear Referencing Method/Measure

2.12. LRS – Linear Referencing System

2.13. MPA – Metropolitan Planning Area

2.14. MPO – Metropolitan Planning Organization

2.15. RIA – Roadway Inventory Application. Mainframe flat file application containing multiple subfiles of information on both on- and off-system roadways:

2.15.1. Subfile 1: On-system main lane data

2.15.2. Subfile 2: County road inventory

2.15.3. Subfile 3: Functionally classified city street inventory

2.15.4. Subfile 4: Local city street inventory
2.15.5. **Subfiles 8 and 9:** On-system frontage road inventory

2.16. **TPP – Transportation Planning and Programming Division of TxDOT**

2.17. **TRM – Texas Reference Marker System.** Mainframe database containing data for the on-system (main lane and frontage road) highway network. Also refers to one of the linear referencing methods used by TxDOT.

2.18. **TSD – Technology Services Division of TxDOT**

2.19. **UZA – Urbanized Area**

3. **APPLICABLE LAWS AND STANDARDS:** The vendor shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards and regulations necessary to perform the services, including, but not limited to:

3.1. **TxDOT Core Technology Architecture:** Version 5.4, July 2008 (Exhibit 13).

3.2. **TxDOT Data Architecture:** Version 4.2, July 2010 (Exhibit 14).

3.3. **TxDOT GIS Technical Architecture:** Version 2, February 2009 (Exhibit 15).


3.5. **TxDOT Database Architecture:** Version 1.0, August 1, 2009 (Exhibit 25)


3.7. **FHWA State Planning and Research (SPR) [23 Code of Federal Regulations (CFR), Part 420].**

3.8. **FHWA HPMS Reassessment 2010+: Data Specifications,** May 2009

4. **BACKGROUND:** The Transportation Planning and Programming Division (TPP) is the Office of Primary Responsibility for the collection, analysis, and reporting of inventory data for all public roadways in Texas. Reporting duties include the annual Highway Performance Monitoring System (HPMS) report to the Federal Highway Administration (FHWA), the annual Certification of Public Mileage, annual certification of County Road mileage to the state Comptroller of Public Accounts, and the production of TxDOT’s annual Standard Reports, used to allocate maintenance funds to TxDOT districts.

In February 2008, as part of the HPMS Reassessment 2010+ effort, the FHWA announced a new data specification for the HPMS report. This new specification requires that states submit HPMS data in a geospatial format beginning with the 2009 report which is submitted in June of 2010. A draft of the data specification itself was published by FHWA in September 2008. The data submitted in HPMS is used for apportionment of federal-aid highway funds and form the basis of the national Conditions and Performance reports provided to Congress.
5. **CURRENT ENVIRONMENT**: The legacy mainframe databases currently used to house the roadway inventory data reported in HPMS are not in a geospatial format and are incapable of complying with the new data specification. The legacy systems reside in two different mainframe environments; Texas Reference Marker (TRM) system and Roadway Inventory Application (RIA); a client-server GIS environment; Transportation Planning and Programming Division’s (TPP) geospatial information system (GIS) and a desktop database environment; District Data Collection Software (DDCS); each with different data formats, file structures, data dictionaries, and QA procedures. In addition, the legacy systems duplicate many data items and the manual procedures required to synchronize data often lead to errors and omissions (see current processes documented in Exhibits 17-23). The proposed solution shall comply with TxDOT Information Technology (IT) architecture standards and shall be compatible with data currently maintained in (1) TRM; (2) RIA; (3) TPP GIS; and (4) DDCS.

In the existing systems, TxDOT maintains data for approximately 306,403 centerline miles and 655,249 lane miles of roads, including on-system and off-system. There are approximately 200 attributes for on-system roads and 61 attributes for off-system.

The existing data are stored in multiple mainframe data files (TRM and RIA) and Microsoft Access databases (HPMS, DDCS). The storage in the mainframe data files does not correspond directly to relational database tables and rows. The total number of records to be migrated is estimated between 1 and 5 million.

6. **RESPONDENT QUALIFICATIONS**: The respondent shall:

6.1. Be a company engaged in the business of providing geospatial transportation facilities inventory management and software integration services for five years within the last seven years. Recent start-up businesses do not meet the requirements of this solicitation. A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise.

6.2. Have three years experience within the last five years working with federal, state, local, or quasi-governmental entities providing services similar in scope.

6.3. Have three years experience within the last five years with federal or state transportation data reporting requirements.

6.4. Have experience planning, implementing, executing and successfully completing a minimum of two projects of similar scope and complexity within the last seven years.

6.5. Be in good financial standing, current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent's audited or un-audited financial statement.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statement to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

6.5.1. Balance sheets.

6.5.2. Net working capital.
6.5.3. Current asset ratio.
6.5.4. Liquidity ratio.
6.5.5. Auditor(s) notes.
6.5.6. Any notes to the financial statements.

7. **KEY PERSONNEL QUALIFICATIONS:** The respondent shall provide the following key personnel:

7.1. **PROJECT MANAGER (PM):** The respondent shall designate a PM with a minimum of three years experience within the last five years in project management for similar services. Certification as a Project Management Professional (PMP) by the Project Management Institute (PMI) is preferred but not required. Experience in State Transportation Data Management is preferred. The PM shall have experience in some or all of the following:

7.1.1. Providing project management services.
7.1.2. Managing large software integration projects with LRS and GIS components.
7.1.3. Implementing enterprise LRS using multiple LRMs, geospatial inventory management-related solutions, complex reporting tools, or related systems.
7.1.4. Using structured software development methodologies and standards.
7.1.5. Applying professional written and oral communication skills to communicate with personnel of all technical levels.

7.2. **TECHNICAL LEAD (TL):** The respondent shall designate a TL with a minimum of three years experience within the last five years in some or all of the following:

7.2.1. Designing solutions for large software integration projects with a GIS component.
7.2.2. Overseeing development teams for large software integration projects with a GIS component.
7.2.3. Implementing enterprise linear referencing systems, geospatial inventory management-related solutions, HPMS reporting tools, or related systems.
7.2.4. Implementing, configuring, and tuning the relevant TxDOT preferred technologies in the TxDOT Core Technology Architecture: Version 5.4 (Exhibit 13).
7.2.5. Using structured software development methodologies and standards.
7.2.6. Applying professional written and oral communication skills to communicate with personnel of all technical levels.

7.3. **FUNCTIONAL LEAD (FL):** The respondent shall designate a FL with a minimum of three years experience within the last five years in some or all of the following:

7.3.1. Analyzing and documenting business processes for large software integration projects with a GIS component.
7.3.2. Analyzing, documenting, and tracking requirements for large software integration projects with a GIS component.

7.3.3. Designing and implementing rigorous testing procedures for large software integration projects, including but not limited to writing test plans and test cases, and tracking test results.

7.3.4. Implementing enterprise linear referencing systems, geospatial inventory management-related solutions, HPMS reporting tools, or related systems.

7.3.5. Applying professional written and oral communication skills to communicate with personnel of all technical levels.

7.4. TEAM MEMBERS: The respondent shall designate team members with a minimum of one year of experience within the last three years in the services referenced in this solicitation and have the knowledge to develop and implement the service requirements in this specification. All team members shall have experience in working in a cooperative team environment. One or more team members shall have experience in the following:

7.4.1. Enterprise web, GIS, and relational database development and software integration.

7.4.2. Implementing, configuring, and tuning the relevant TxDOT preferred technologies in the Core Technology Architecture: Version 5.4 (Exhibit 13).

7.4.3. Working in a structured development environment and employing industry good practices in requirements tracking, system design, design documentation, source code control, source code documentation, versioning, testing, and deployment.

7.4.4. Design and development of online help aids.

7.4.5. Roadway inventory data collection and validation, to include data collection using GPS.

7.4.6. Roadway inventory data analysis and reporting.

7.4.7. FHWA reporting requirements.

7.4.8. Technical writing, project documentation, system documentation, and training materials development.

8. VENDOR REQUIREMENTS: The vendor shall:

8.1. Provide all labor, materials and equipment necessary to meet the requirements of the specified services throughout the term of the purchase order.

8.2. Ensure all key personnel and team members have and maintain all applicable current licenses, certifications, and permits necessary to perform assigned duties under this purchase order.

8.3. Begin work within 15 business days after notification of award and issuance of a purchase order.
8.4. Manage the development and implementation of work by assuring that all phases of the project plan and schedule are accomplished without significant delays, problems or rework. Delays due to changes both within and outside the vendor's control shall require prior approval of TxDOT.

8.5. Administer the work by establishing and maintaining effective communication with all groups related to the project.

8.6. Communicate project requirements to vendor staff and subcontractors, direct and coordinate project activities to ensure that the project progresses efficiently and is completed on schedule.

9. KEY PERSONNEL REQUIREMENTS

9.1. The PM shall:

9.1.1. Be responsible for the day-to-day operation of the service in accordance with the requirements of the purchase order.

9.1.2. Be a permanent staff employee of the primary vendor and serve as a constant primary point of contact for TxDOT.

9.1.3. Report to the TxDOT HPMS-GIS Project Manager (See Exhibit 24 – HPMS-GIS Project Plan).

9.1.4. Attend status meetings as required by TxDOT.

9.2. The TL shall:

9.2.1. Be responsible for the solution design, development, and implementation in accordance with the requirements of the purchase order.

9.2.2. Be a permanent staff employee of the primary vendor or subcontractor and serve as a constant technical point of contact for TxDOT.

9.2.3. Report to the PM.

9.2.4. Attend status meetings as required by TxDOT.

9.3. The FL shall:

9.3.1. Be responsible for the solution requirements and testing in accordance with the requirements of the purchase order.

9.3.2. Be a permanent staff employee of the primary vendor or subcontractor and serve as a constant functional point of contact for TxDOT.

9.3.3. Report to the PM.

9.3.4. Attend status meetings as required by TxDOT.
10. **PROJECT MANAGEMENT APPROACH AND METHODOLOGY**: The vendor shall provide a description of the vendor’s project management methodology and approach that is consistent with the Department of Information Resources (DIR) Texas Project Delivery Framework to ensure completion of the project to specified quality standards. The DIR Texas Project Delivery Framework can be accessed at: http://www.dir.state.tx.us/pubs/framework/index.htm. The project management approach shall include but is not limited to:

10.1. **SCHEDULE AND WORK PLAN**: The vendor shall provide a detailed schedule and work plan for the project 15 days after award of the purchase order. The PM shall monitor and update the schedule and work plan, revising as appropriate, with approval from TxDOT. The schedule and work plan shall include, but are not limited to:

10.1.1. **A GANTT Chart of proposed work breakdown structure including**:

   10.1.1.1. A clear definition of each task-deliverable, and dependencies.

   10.1.1.2. Staff requirements for each task and deliverable.

   10.1.1.3. An Implementation Schedule including a specific target completion date for each task and deliverable.

   10.1.1.4. Task and deliverable relationships and dependencies.

10.1.2. **Gated Approach**: The vendor shall use gates within the project work plan.

   10.1.2.1. Gates are decision points that precede every project stage. Until specific deliverables are accepted by TxDOT, the project shall not move into the next stage.

   10.1.2.2. At each gate, TxDOT and the vendor will review the accepted deliverables in the previous completed phase to determine whether the project is on target.

   10.1.2.3. Gate sessions: Gate sessions shall be attended by the TxDOT project team, stakeholders, and the vendor’s project team. Conditional approval of the deliverables will occur as the deliverables are submitted. Acceptance of the deliverables will occur at the gate sessions. TxDOT will provide written approval to allow the project to move forward with the next phase.

10.2. **PROJECT MANAGEMENT PLAN**: TxDOT has prepared a preliminary Project Plan (Exhibit 24 – HPMS-GIS Project Plan) in accordance with the Texas Project Delivery Framework. The vendor shall work with TxDOT to revise and update the Project Plan, which shall include written project controls, standards and procedures for all project tasks. The PM shall work with TxDOT to monitor and update the project plan at each gate, with approval from TxDOT. The project plan shall include but is not limited to:

10.2.1. Processes for managing project documentation.

10.2.2. Software version control.

10.2.3. Requirements management.

10.2.4. Business process reviews.
10.2.5. Naming conventions.

10.2.6. Change control.

10.2.7. Submission and approval of deliverables.

10.2.8. Meeting procedures.

10.2.9. Communication Planning: The project communication plan shall facilitate organizational communication and identify strategies for effective communication throughout the term of the purchase order.

10.2.9.1. The vendor shall administer the work by establishing and maintaining communication with all project stakeholders to ensure that the project meets all requirements and is completed on schedule. The activities of the vendor project team shall be directed, coordinated and communicated to ensure that the project progresses as outlined in the approved project work plan and is completed on schedule.

10.2.9.2. Meetings shall be scheduled as required by the Project Management Team. The vendor’s PM and personnel shall be available to provide information reports, audits or other special reports as required by TxDOT. Meetings will be held at a TxDOT facility in Austin, Texas or via teleconference.

10.2.10. Risk Management: The Project Management Team shall identify and assess potential risks to the project and identify and manage actions to avoid, mitigate, or manage those risks. This shall include, but not be limited to, the following:

10.2.10.1. Provision of the appropriate methods, tools, and techniques for active identification and assessment of project risks.

10.2.10.2. Development of risk mitigation actions.

10.2.10.3. Risk response planning and management strategies.

10.2.10.4. Monitoring and reporting of risk status throughout the term of the purchase order.

10.2.11. Performance Management: The project Performance Management process shall include:

10.2.11.1. Performance item identification and tracking.

10.2.11.2. Performance standards and measures.

10.2.11.3. Performance addressed in test plans and results.

10.2.11.4. Performance reporting as described in the Project Plan.

10.2.12. Issue Management: The project Issue Management process shall include:

10.2.12.1. Issue identification and tracking.
10.2.12.2. Time frames for resolution.

10.2.12.3. Responsible parties.

10.2.12.4. Specific steps to be taken on issues or disputes arising during the implementation process, including approval and escalation procedures.

10.2.12.5. Issue Resolution Plan addressing each issue identified.

10.2.13. **Change Management:** The project Change Management process shall include, but not be limited to:

10.2.13.1. A change control plan that includes change identification, tracking, and change management processes.

10.2.13.2. Timeframes, responsible parties, and specific steps to be taken on issues or disputes arising during the implementation process, including approval and escalation procedures.

10.2.13.3. Identification of responsible parties to approve all changes.

10.2.13.4. Change management reporting that includes software output, milestone charts, and resource usage.

10.2.14. **Acceptance Management:** The project Acceptance Management process shall be negotiated and shall include, but is not limited to:


10.2.14.2. Timeframes for proposed acceptance gate work sessions based on the work plan.

10.2.14.3. Responsible parties.

10.2.14.4. Specific steps to be taken on issues or disputes arising with the deliverables, including approval and escalation procedures.

10.2.14.5. Criteria for acceptance or rejection that is approved by both the vendor and TxDOT within the early phase of the project.

10.3. **STATUS REPORTING AND PERFORMANCE REVIEWS:** TxDOT will conduct weekly project status and performance reviews to ensure measurable progress has been achieved and standard practices are being adhered to. In order to facilitate performance reviews, the vendor shall submit weekly progress reports detailing work completed and project milestones reached. This report shall be submitted electronically to TxDOT no later than close of business on the first work day of the week. The report shall contain at a minimum the following items:

10.3.1. Project title and purchase order number.

10.3.2. Description of the progress of each task and percentage completed.

10.3.3. Meetings attended, purpose, dates, attendees, description and outcomes and decisions.
10.3.4. Major issues and anticipated solutions.

10.3.5. Work planned for the following week.

10.3.6. Updated project schedule.

10.3.7. Updated Project Management Plan.

10.3.8. Risk identification, management and mitigation.

10.4. ONGOING PROJECT MANAGEMENT ACTIVITIES: The vendor PM shall conduct ongoing project management activities consistent with good practices as defined in the PMI Project Management Book of Knowledge.

11. PROPOSED SOLUTION: The respondent shall provide a high level description of the proposed solution. The proposed solution shall meet all of the requirements identified for completion in Phase 1 of Attachment A – Preliminary System Requirements Specification. The solution description shall include, but not be limited to:

11.1. Descriptions and diagrams of the functional modules of the proposed solution and internal and external interfaces.

11.2. Description of all COTS software and licensing requirements for the proposed solution.

11.3. Description of all custom built software for the proposed solution.

11.4. Description of all re-used, adapted, or customized software for the proposed solution.

11.5. Description of proposed integration approach, protocols, platforms, and programming languages.

11.6. Description of how the solution built for Phase 1 can be expanded to meet all requirements identified for completion in future phases in Attachment A – Preliminary System Requirements Specification.

11.7. Any additional solution recommendations that may help achieve the overall system goals.

12. DEVELOPMENT APPROACH

12.1. DETAILED SYSTEM REQUIREMENTS: The vendor shall review the attached requirements, conduct meetings with appropriate stakeholders and users, review and incorporate any updated regulatory or other external requirements, and prepare a complete System Requirements Specification to be approved by TxDOT. The vendor shall:

12.1.1. Use a document format template for the preparation of the System Requirements Specification which complies with the Texas Project Delivery Framework.

12.1.2. Use a requirements tracking system that enables recording, prioritizing, commenting on, tracing, and reporting requirements throughout the software development life cycle. The requirements tracking system shall be utilized by both TxDOT and vendor team members and shall comply with the requirements of the Texas Project Delivery Framework.
12.2. INFRASTRUCTURE SETUP: The vendor shall continually assess requirements for the solution environment and provide specifications for any recommended changes to TxDOT infrastructure. The solution shall include the activities necessary to establish and test the infrastructure required to operate the solution, including all hardware and software components necessary to address the functional and technical requirements of the project.

12.2.1. Infrastructure Specifications: The specifications shall be approved by TxDOT and shall include requirements to host the development, testing, training and production environments. Any recommendations shall include all hardware and software modules necessary to address the functional and technical requirements of the upgrade, enhancement or change in software or hardware.

12.2.2. Infrastructure Hosting: TxDOT will be responsible for negotiating the provision of the infrastructure requirements at the Texas State Data Center if necessary as determined by TxDOT and DIR.

12.2.3. Infrastructure Test Plan: The vendor shall provide an infrastructure test plan that shall include, but is not limited to the following:

12.2.3.1. Performance testing to ensure the system satisfies service level targets under normal workloads.

12.2.3.2. Stress testing of the system to determine failure point under extreme levels of usage.

12.2.4. TxDOT requires any work products developed off-site to be compatible with the TxDOT Core Technology Architecture: Version 5.4 (Exhibit 13).

12.3. LOGICAL DATA DESIGN: The vendor shall develop and present a logical data model, for TxDOT review and approval, using a methodology that:

12.3.1. Complies with the standards established in TxDOT Database Architecture: Version 1.0, August 1, 2009 (Exhibit 25)

12.3.2. Identifies entities (roles, events, locations, and end-user data).

12.3.3. Identifies relationships (associations between entities using a relationship matrix).

12.3.4. Identifies cardinality (number of occurrences of one entity for a single occurrence of the related entity).

12.3.5. Defines primary keys (data attributes that uniquely identify one and only one occurrence of each entity).

12.3.6. Identifies and maps attributes.

12.3.7. Includes a comprehensive data dictionary.

12.3.8. Uses a TxDOT approved software tool for development of entity relationship diagrams in TxDOT Data Architecture: Version 4.2 (Exhibit 14).
12.4. PHYSICAL DATABASE DESIGN: The vendor shall develop and present a physical
database model, for TxDOT review and approval, using a methodology that:

12.4.1. Complies with the standards established in TxDOT Database Architecture:
Version 1.0, August 1, 2009 (Exhibit 25)

12.4.2. Gathers and documents physical data implementation requirements to include
but not limited to: number of users, data access requirements, volume of data,
number of transactions, retention period, peak processing requirements,
frequency of updates, physical data order, growth rate. User requirements for
maintenance and deployment windows for the solution shall also be documented
as part of the physical data model documentation.

12.4.3. Determines the need for constraints, defaults, rules, stored procedures, triggers,
indexes, and if user defined data types will be used, documents decisions.

12.4.4. Works with TxDOT database administrator to determine if the logical data model
needs to be de-normalized for performance.

12.4.5. Transforms the logical data model components into physical database components
to include but not be limited to: Tables, columns, constraints, and views.

12.4.6. Produces the physical database model that includes the physical data
requirements, database, and platform. The physical database model will be
reviewed and approved in writing by TxDOT prior to creation of the first database.

12.4.7. Submits scripts for creation of the development or unit test database environment
or both. The database creation scripts shall be a series of scripts organized by
type, i.e., a script for the table and primary key, a script for foreign keys, and
scripts for views to facilitate easier review prior to execution and troubleshooting
during implementation. A command file shall be included to execute all the
database definition script and all the associated table scripts.

12.4.8. Works with TxDOT to determine if indexes or other database changes are
required to improve performance based on reporting requirements.

12.4.9. Establishes backup, restore, and disaster recovery.

12.4.10. Reverse engineers the database design if the solution provided is an unmodified
COTS. Any customizations to the database shall follow TxDOT’s standards.
The physical data requirements described in Para. 12.4.1 shall be provided prior
to the creation of the first database.

12.5. SYSTEM DESIGN: The vendor shall prepare a system design specification for TxDOT
review and approval. The system design shall include but not be limited to the following:

12.5.1. Complies with Texas Project Delivery Framework.

12.5.2. Meets all system requirements and standards.

12.5.3. Identifies all hardware and software components.

12.5.4. Identifies system-wide design decisions, communication between components,
user interface design, and external interfaces with other systems.
12.5.5. Documents requirements traceability to design components.

12.5.6. Documents backup, restore, and disaster recovery procedures, responsibilities, and timeframes for all system hardware, software, configuration, and data components.

12.6. DATA CLEANSING AND MIGRATION: The vendor shall plan and execute data cleansing and migration activities to move data from its current environment to the database design prepared in Para. 12.4. These tasks shall include but not be limited to:

12.6.1. Prepare a Data Cleansing and Migration Plan to be reviewed and approved by TxDOT.

12.6.2. Prepare a detailed mapping of data elements from current data stores to the new data model.

12.6.3. Compare existing data against new database constraints and domain values and prepare proposed corrections to be reviewed and approved by TxDOT.

12.6.4. Prepare data testing and acceptance procedures to be reviewed and approved by TxDOT.

12.6.5. Prepare, test, and execute scripts to correct and migrate data.

12.6.6. Prepare a detailed list of data items that cannot be programmatically corrected and provide guidance to TxDOT staff to make corrections.

12.6.7. Complete testing of cleansed and migrated data.

12.7. SYSTEM DEVELOPMENT: The vendor shall plan and execute development activities to include but not be limited to:

12.7.1. Work with TxDOT to install and configure supporting hardware and software such as database, GIS, web server, and others. This includes any COTS software that is delivered and used or modified as part of the solution. This includes configuring access to any Software-as-a-Service that is part of the solution.

12.7.2. Document and implement configuration management procedures to be reviewed and approved by TxDOT.

12.7.3. Develop software components and interfaces to implement the documented and approved system requirements and design.

12.7.4. Unit testing (functionality) on all individual modules or components prior to integration into the system.

12.7.5. System integration testing to ensure communications, links and data sharing occur properly.

12.7.6. Correct bugs found during unit, system, and acceptance testing.

12.7.7. Regression testing processes and methodologies for correcting problems based on test results using regression testing techniques to ensure changes made for subsequent tests do not adversely affect those already tested.
12.7.8. Implement backup, restore, and recovery procedures, responsibilities, and timeframes for all system hardware, software, configuration, and data components.

**NOTE:** The vendor shall coordinate with TSD and TFT personnel to accomplish Para. 12.7.8.

12.8. TESTING AND ACCEPTANCE PLAN: The vendor shall work with TxDOT to plan, document, and execute test acceptance criteria and acceptance testing activities to include but not be limited to:

12.8.1. Prepare comprehensive test plans, test cases, and acceptance criteria for review and approval by TxDOT.

12.8.2. Prepare and maintain requirements traceability from requirements to design components to test plans and test cases.

12.8.3. Performance testing to ensure the system satisfies service level targets under normal workloads.

12.8.4. Stress testing of the system to determine failure points under extreme levels of usage and effective counter actions.

12.8.5. Provide basic training on the system to TxDOT testing personnel.

12.8.6. Support TxDOT testing personnel during acceptance testing.

12.8.7. Testing backup, restore, and disaster recovery procedures, responsibilities, and timeframes for all system hardware, software, configuration, and data components.

12.8.8. TxDOT will at its sole discretion, determine whether the system meets the documented and agreed upon acceptance criteria. The solution will be accepted when the following conditions are met:

12.8.8.1. All deliverables required by the specification and purchase order have been provided to TxDOT.

12.8.8.2. Vendor has completed the installation and testing and provided all associated documentation to TxDOT.

12.8.8.3. All user acceptance testing of system features and functionality is successfully completed.

12.8.8.4. All requirements have been met.

12.8.8.5. All system data conforms to expected output, and data integrity is verified.

12.8.8.6. Training of TxDOT personnel has been completed and accepted by TxDOT in writing.

12.8.8.7. The system is fully operational at TxDOT.
12.8.8.8. The system has been in production “live” at all TxDOT locations without malfunction, without performance problems and free of defects for a period of 60 business days following successful user acceptance testing.

12.8.8.9. The performance measures in the Project Plan (Exhibit 24) have been achieved.

12.9. SYSTEM DEPLOYMENT: The vendor shall work with TxDOT to prepare deployment procedures to include but not be limited to documenting and implementing policies and procedures for deployment to development, testing, training, and production environments to be reviewed and approved by TxDOT.

12.10. SYSTEM DOCUMENTATION: The vendor shall prepare system documentation to be reviewed and approved by TxDOT. System documentation shall include but not be limited to:

12.10.1. Final System Requirements Specification.


12.10.3. Final Requirements Traceability Matrix.

12.10.4. System Administrator’s Guide, including but not limited to installation and configuration instructions.

12.10.5. User’s Guide, including but not limited to; process and functionality documentation and Online Help.

12.11. SYSTEM TRAINING: The vendor shall prepare system training materials and training plans to be reviewed and approved by TxDOT. Training shall be focused on enabling TxDOT applications support personnel to (1) use the system and (2) train TxDOT personnel in using the system. The vendor shall:

12.11.1. Provide training to TxDOT TPP staff at the TxDOT facilities in Austin, Texas at a time and TxDOT location mutually agreed upon by TxDOT and the vendor.

12.11.2. Work with TxDOT to develop and provide user documentation as appropriate to ensure a successful transfer of knowledge to TxDOT. This documentation may include but is not limited to user manuals, quick reference guides, tutorials, interactive help, and other techniques.

12.11.3. Describe the content and format of documentation in the training plans. The training plans shall be developed by the vendor during the early stages of the project and mutually agreed upon by TxDOT and the vendor.

12.12. SYSTEM ROLLOUT: The vendor shall support TxDOT in conducting rollout activities to include but not be limited to:

12.12.1. Confirmation of system readiness in production environment at TxDOT (or the vendor, in the case of SAAS).

12.12.2. Informational presentations and publications for end users and TxDOT management.
13. **VENDOR DELIVERABLES:** The vendor shall complete all deliverables listed in Schedule 1 – Pricing. Deliverables shall be reviewed by TxDOT within 15 business days of submittal by the vendor. TxDOT may approve, approve with questions, disapprove with questions, or reject a deliverable.

14. **WARRANTIES**

14.1. The vendor shall warrant each deliverable (Ref. Schedule 1 – Pricing Schedule) for a period of one year after the system is fully implemented and accepted in writing by TxDOT. During the warranty period, the vendor shall be responsible for correcting any defects causing any portion of the system to be inoperable or any defects resulting in inaccurate results produced by the system, when the system is used in accordance with the product documentation provided by the vendor and without extraordinary actions on the part of TxDOT or its users. Such defects shall be localized and reproducible upon demand and, if found to be contained in the system delivered by the vendor, shall be corrected to the satisfaction of TxDOT at no additional cost to TxDOT. All corrections made to the system code, configuration, or data shall be documented. All system documentation (Ref. Para. 12.10) shall be updated accordingly. Corrective actions shall be accomplished within 30 business days of the vendor being notified in writing by TxDOT that a problem exists.

14.2. The vendor shall not be responsible for correcting defects resulting from system components that have been improperly altered or affected by the actions of TxDOT. Should TxDOT request the vendor to correct a defect that is a result of TxDOT’s improper alteration of the system components or affected by the actions of TxDOT, TxDOT agrees to reimburse the vendor on an agreed upon hourly basis, for the problem diagnosis and defect correction, if any. During the problem diagnosis, the vendor shall keep TxDOT informed of potential charges.

15. **MAINTENANCE AGREEMENT:** The vendor’s solution shall provide a planned maintenance, upgrade, and data management strategy (Ref. Schedule 1 – Pricing Schedule). TxDOT will consider a multi-year agreement with volume discount pricing. The proposed maintenance agreement shall include at a minimum:

15.1. **OFFSITE TECHNICAL SUPPORT:** Technical support shall be available by phone or email during TxDOT’s normal business hours (Monday through Friday, 8 AM to 5 PM CT), excluding regularly observed state or federal holidays. Initial response to technical support items shall occur within four hours from the time the vendor is contacted by TxDOT.

15.2. **REPORTS:** Vendor shall track all technical support items, investigation, and outcomes and provide monthly reports to TxDOT.

15.3. **ONSITE TECHNICAL SUPPORT:** Onsite technical support shall be provided for a minimum of 96 labor hours to be utilized at a time mutually agreed upon between TxDOT and the vendor.

15.4. Planned software and data maintenance and upgrades. The vendor shall coordinate with TxDOT to schedule any required maintenance for the environments covered under the resulting purchase order.

15.5. Software upgrades shall be coordinated with TxDOT to ensure that version incompatibilities are not created.

15.6. Procedures that ensure all potentially affected users are notified if at any point a system must be halted to provide maintenance.

15.7. Clearly defined roles, responsibilities, and coordination processes.
15.8. Clearly identified roles and responsibilities and ownership during disaster readiness and recovery.

15.9. Clearly defined process for testing recovery services at a minimum of once per year with documentation for each recovery process.

16. PERSONNEL CONTINUITY AND REPLACEMENT

16.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the PM and any team member will require the vendor to propose a replacement. In the event such a replacement is necessary, vendor agrees that personnel shall not begin work on the project without prior written approval from TxDOT.

16.2. The vendor agrees that the PM and any team member assigned to the project shall remain available for the entirety of the project throughout the term of the purchase order as long as that individual is employed by the vendor.

16.3. If TxDOT determines the PM or any team member is unable to perform in accordance with the service requirements or to communicate effectively, the vendor shall immediately remove that person.

16.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. Resume(s) and reference(s) will be requested for the proposed replacement(s). TxDOT may reject any replacement if references or past working performance is questionable or unfavorable. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.

17. QUALITY ASSURANCE PLAN: The vendor shall provide a comprehensive, continuous, and measurable quality assurance plan. The plan shall include:

17.1. Strategies and processes to promote quality.

17.2. Procedures to periodically measure and report quality performance to TxDOT throughout the contract period.

17.3. How often the vendor conducts internal audits and engages external audit firms to conduct audits of its operations.

17.4. Controls to be used within the project to assure quality and consistency throughout the term of the purchase order.

18. SUBCONTRACTING

18.1. Subcontractors providing service under the purchase order shall meet the same service requirements and provide the same quality of service required of the vendor.

18.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.

18.3. The vendor shall be the primary contact for TxDOT and subcontractor(s).
18.4. The vendor shall manage all quality and performance, project management, and schedules for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.

18.5. TxDOT retains the right to check subcontractor’s background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.

18.6. TxDOT reserves the right to request the removal of vendor’s subcontractor staff deemed unsatisfactory by TxDOT.

18.7. Subcontracting shall be at the vendor’s expense.

18.8. During the term of the purchase order, if the vendor determines a need for a subcontractor change, the vendor shall notify TxDOT in writing at least 20 business days prior to any proposed change. The vendor shall be required to provide references and work history for any proposed subcontractor to TxDOT. No change will be allowed without written authorization by TxDOT.

18.9. SOLICITATIONS OVER $100,000: TxDOT will make an initial determination of whether subcontracting is probable. It is the respondent’s determination if they choose to subcontract any of the work under this purchase order with a Texas Certified Historically Underutilized Business (HUB) or other businesses.

18.9.1. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBs may be registered will be noted in the solicitation.

18.9.2. The respondent shall identify all proposed HUB and other subcontractors at the time of response submittal. The required forms with video instructions can be found at the following website:

http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

18.10. HUB SUBCONTRACTING PLAN (HSP) PRIME CONTRACTOR PROGRESS ASSESSMENT REPORT: After award of the purchase order, the vendor shall report all HUB and non-HUB subcontractor information using the HSP Prime Contractor Progress Assessment Report form. The report shall be submitted to the TxDOT contract manager monthly. The report shall be submitted monthly even during the months the vendor is not invoicing TxDOT. All payments made to subcontractors shall be reported. TxDOT may verify the amounts being reported as paid by requesting copies of cancelled checks paid to subcontractors.

19. BUSINESS CONTINUITY PROCEDURES AND DISASTER RECOVERY PLAN: The vendor shall have business continuity procedures and a disaster recovery plan in place to continue to provide the service and complete the work for TxDOT in the event of a disaster. The business continuity procedures and disaster recovery plan shall include but not be limited to:

19.1. Business continuity procedures shall be implemented to fulfill all requirements of the purchase order including, but not limited to: Fire, theft, natural disaster, technical difficulty, workforce problems, equipment failure or other disruption of business or a mutually agreed upon time frame.

19.2. A disaster recovery plan for this service shall be maintained. The vendor shall be responsible for all cost of disaster recovery.
20. SOFTWARE DELIVERY AND INTELLECTUAL PROPERTY RIGHTS

20.1. DELIVERY: The vendor shall:

20.1.1. Deliver all custom and reuse software, if used, as machine readable source files, and linkable or executable modules, and printed source listings, in addition to installed and operating copies of the programs (baseline software or hardware configuration shall not be created such that only vendor could change).

20.1.2. Identify the tools required for the modification and compilation of the custom and reuse software programs.

20.1.3. Deliver source codes for all custom and reuse software programs developed under the purchase order with all needed support resources needed to edit, compile and link these programs on the central processors, including, but not limited to: CASE tools, compilers, editors, and function libraries used in the development of the programs.

20.1.4. Deliver all documentation concerning protocol for reuse and custom software, source code, commented listings, descriptions of software structure, database utilization, and instructions necessary to convert the source code into an operational system.

20.2. SOFTWARE: The vendor shall not:

20.2.1. Create software that only the vendor could modify.

20.2.2. Create or utilize reuse software that is not in the public domain.

20.3. CUSTOMIZED SOFTWARE LICENSE: The vendor shall not place any legend on the custom or reuse software, which restricts TxDOT’s rights in such software unless the restrictions are set forth in a license agreement approved and executed by TxDOT.

20.4. OWNERSHIP

20.4.1. The vendor shall transfer to, or purchase for, TxDOT all licenses to software acquired in conjunction with this project, including all original media, documentation, warranties, licenses, applications software, and developmental software used in developing custom applications.

20.4.2. In the event that custom software development is required, TxDOT will own the entire rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to the custom software development documentation, software, and any other intellectual properties created for custom software and versions thereof, and all works based upon, derived from, or incorporating works thereof, and in and to all income, royalties, damages, claims, and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the custom software and copyrights arising there from, and in and to all rights corresponding to the custom software and versions thereof throughout the world. TxDOT shall retain ownership of all production and historical data produced by the proposed system.
21. **SOFTWARE LICENSING:** The vendor shall provide for TxDOT to have escrow account access to, and receive, the source codes and data for any licensed products upon the failure or demise of the vendor’s company.

22. **TRAVEL:** All travel and per diem shall be pre-approved in writing by TxDOT. If approved, expenses will be reimbursed as follows:

   22.1. In-state reimbursement will be in accordance with the allowable rates as determined by TxDOT’s Finance Division.

   22.2. Out-of-state reimbursement will be at current legislated rates and comply with state travel laws and rules. Guidelines are available at:


   22.3. Reimbursable travel expenses include: personal vehicle mileage, commercial transportation, hotel accommodations, parking and meals.

   22.4. Travel expenses shall be clearly detailed and receipts attached to a copy of the invoice.

23. **CONFLICT OF INTEREST:** The vendor, vendor’s personnel, and vendor’s subcontractor(s) shall affirm not to have, nor acquire any interest during the term of the purchase order that would conflict in any manner with the performance of the vendor’s obligations in regards to services authorized.

24. **LIQUIDATED DAMAGES:** In the event the vendor fails to provide a specified deliverable to TxDOT by the dates agreed to between TxDOT and the vendor, TxDOT may, at its sole discretion, require the vendor to pay damages not to exceed ten percent of the cost for that deliverable as specified in the Schedule 1 – Pricing. After being notified by TxDOT in writing, any deliverable more than 20 business days late may be grounds for liquidated damages. Delays in deliverables caused by reasons outside the vendor’s control are not subject to liquidated damages. This provision is not intended as a penalty, but as liquidated damages.

25. **FEDERAL FUNDING:** The purchase order will be supported in part with federal funds, therefore, the following federal laws and standards apply, including the following:


   25.2. Title 49 CFR Subtitle A – Office of the Secretary of Transportation.

   25.3. OMB Circular A-87 – Office of Management and Budget Circular relating to Cost Principles for State, Local and Indian Tribal governments.


   25.5. OMB Circular A-133 – Office of Management and Budget Circular relating to Audits of States, Local Governments and Non-Profit Organizations.

26. **AMENDMENTS:** TxDOT and the vendor reserve the right to amend the purchase order by mutual written agreement at any time during the term of service, as may be necessary to achieve the highest quality of production by the most efficient and cost-effective means or to include a different element or special feature that was not contemplated or fully developed at the time of solicitation. The amendment process will be accomplished through a Purchase Order Change Notice (POCN).
27. **INVOICING INSTRUCTIONS:** The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. Original documentation that validates the charges shall be attached. The original invoice shall be sent to the address shown on the purchase order or emailed to FIN_Invoices@dot.state.tx.us to ensure timely payment and shall include the following:

27.1. Complete 16-digit purchase order number.

27.2. Vendor Employer Identification Number (EIN).

27.3. Date and time of service.

27.4. Location of service.

27.5. An invoice requiring correction shall be re-submitted with a new invoice date.

28. **PAYMENT REQUIREMENTS:** Payment will be based on the gate completed with an itemized list of deliverables completed and approved by the designated TxDOT representative.

28.1. The vendor shall submit each deliverable on or before its due date. Any deliverable specified in the approved project plan which has not been accepted or rejected within 15 business days after receipt of the deliverable by TxDOT shall be deemed accepted.

28.2. Written acceptance or rejection of a deliverable shall be accompanied by a statement of known defects in the deliverable. If a deliverable is rejected, the vendor shall correct and resubmit the deliverable in a timeframe agreed upon between TxDOT and the vendor.

28.3. Written acceptance or rejection of a deliverable shall be effective when sent electronically to the vendor.

28.4. After every deliverable within a gate has been accepted or deemed accepted by TxDOT, the vendor may submit its invoice for that gate. TxDOT shall pay the invoice within the limits established by state law.

28.5. If vendor completes the deliverables included within a gate payment and these deliverables are accepted by TxDOT before the agreed upon gate due date, then invoicing and payment may be accelerated accordingly.

29. **TxDOT RESPONSIBILITIES:** TxDOT will:

29.1. Provide a PM.

29.2. Provide a Contract Manager.

29.3. Provide a Technical Manager.

29.4. Provide access to appropriate data systems and information.

29.5. Provide top-level system overview.

29.6. Require that TxDOT Project Management Team oversees and manages the project.

29.7. Actively participate in the project to assure its success.
29.8. Provide resources for oversight, implementation and deployment of the project OR configuring the software and defining the enhancements, etc.

29.9. Perform manual data cleansing (Ref. Para. 12.6.).

29.10. Validate or perform testing and acceptance.

29.11. Provide testing, training, and production server hardware, operating systems, database management systems, utility, and other similar software via TxDOT’s data center service provider.

29.12. Provide infrastructure change specifications to the vendor as they become available and with sufficient advance notification to allow the vendor to comply with the changes. The vendor shall be aware that upgrades to the central hardware and software occur periodically and as a result, some changes may be required.

29.13. Provide subject matter experts who will be responsible for working with the vendor to update existing business rules, as needed.

29.14. Provide resources to assist the vendor in configuring and testing the workflow. TxDOT will identify the system owner(s) who will be responsible for the solution through the transition period.

29.15. TxDOT will provide office space and equipment as required for the project. TxDOT will not allow non-TxDOT equipment to connect to the TxDOT network.

30. RESPONSE SUBMISSION REQUIREMENTS: Failure by the respondent to submit the documentation listed below may disqualify the respondent from further consideration. The response submission shall be submitted in the following format.

30.1. GENERAL FORMAT: The respondent shall submit one signed and dated original (marked Original) and 11 copies (marked Copy). The submission shall be in separate loose leaf binders on single or double-sided 8-1/2 x 11 inch paper and shall be tab-indexed corresponding to the sections listed below. Plastic spine-bound or wire bound submittals are highly discouraged. Include only the information specified for each section.

30.2. ORIGINAL RESPONSE: The original response shall include the following:

30.2.1. Section 1 – Schedule 1 – Pricing

NOTE TO RESPONDENT: Include five copies of the Schedule 1 – Pricing in a sealed, separate envelope with the original submittal.

30.2.1.1. For COTS software delivered and used or modified as part of the proposed solution, include all software licensing costs on line 19.

30.2.1.2. Include both COTS software owned by the respondent and COTS software owned by a third party but required for the proposed solution (i.e. Oracle Spatial). Insert new lines as needed for each COTS software.
30.2.1.3. Include all costs for installation, configuration or modification or both on line 18.

**NOTE:** Do not include costs for ESRI software licenses, as these are covered in TxDOT’s enterprise license agreement with ESRI.

30.2.1.4. For Software-as-a-Service, include all installation, setup, and configuration costs on line 19 and the first year of Annual Fees on line 20. Include the Annual Fee for subsequent years on line 31.

30.2.2. **Section 2 – Original, completed, signed and dated Request for Offer (RFO)**

**NOTE TO RESPONDENT:** If addendums are generated as part of this solicitation, include the original signed and dated addendum(s) in Section 2.

30.2.3. **Section 3 – Schedule 3 – PM Qualifications and References:** The respondent shall complete Schedule 3 for the proposed PM. References shall substantiate the number of years of required experience of the individual. The respondent shall submit a minimum of three references for the proposed PM (Ref. Para. 7.1.).

30.2.4. **Section 4 – Schedule 4 – TL Qualifications and References:** The respondent shall complete Schedule 4 for the proposed TL. References shall substantiate the number of years of required experience of the individual, including any subcontractors, who will be part of the respondent’s personnel providing the service (Ref. Para. 7.2.). The respondent shall submit a minimum of three references for the TL position including subcontractors.

30.2.5. **Section 5 – Schedule 5 – FL Qualifications and References:** The respondent shall complete Schedule 5 for the proposed FL. References shall substantiate the number of years of required experience of the individual, including any subcontractors, who will be part of the respondent’s personnel providing the service (Ref. Para. 7.3.). The respondent shall submit a minimum of three references for the FL position including subcontractors.

30.2.6. **Section 6 – Schedule 6 – Team Member Qualifications and References:** The respondent shall complete Schedule 6 for the proposed team member. References shall substantiate the number of years of required experience of the individual(s), including any subcontractors, who will be part of the respondent’s personnel providing the service (Ref. Para. 7.4.). The respondent shall submit a minimum of three references for each team member position including subcontractors.

30.2.7. **Section 7 – Schedule 7 – Company Qualifications and Experience:** The respondent shall complete Schedule 7 to demonstrate successful past performance through submission of documentation of relevant qualifications and experience, as described in Para. 6.

30.2.7.1. Provide name, address, phone number, and email address of the person TxDOT should contact with any questions regarding the response submission.

30.2.7.2. Provide a brief description of related or similar services performed within the last seven years.
30.2.7.3. Provide a brief description of experience managing related or similar services of comparable size and scope to the services within the solicitation.

30.2.7.4. Provide a proposed staffing plan to demonstrate staff qualification and experience, including subcontractors. This plan should describe the number of staff proposed for this project, the functions they will perform, the percentage of time they will be assigned to this project during the contract term, organizational structure, and plan for managing staffing changes during the project.

30.2.8. **Section 8 – Project Management Approach and Methodology:** The respondent shall describe in detail the proposed approach to meeting the requirements in the respondent’s revised Project Plan (Ref. Para. 10.2.). The response should be specific and address all requirements described in the solicitation in the order presented in Para. 10. The response should identify proposed improvements to the Project Plan. The response should identify any areas of the Project Plan that will require significant modification, the reasons for modification, and proposed modifications.

30.2.8.1. Describe the respondent’s understanding of the project’s business objectives and critical success factors, and the proposed approach to meeting those objectives and success factors.

30.2.8.2. Describe any assumptions regarding performing the work as defined within this RFO.

30.2.8.3. Describe the respondent’s understanding of the scope of the project, including what is considered in and out of scope.

30.2.8.4. Provide an overview of the respondent’s standardized project management practices and how the respondent plans to apply or adapt those practices to this project.

30.2.8.5. Describe any risk factors or conditions that may impact the respondent’s ability to successfully complete the work.

30.2.8.6. Provide a proposed high level Schedule and Work Plan.

30.2.8.7. Provide a proposed revised high level Project Plan.

30.2.9. **Section 9 – Proposed Solution:** The respondent shall provide a high level description of the proposed solution. The proposed solution shall meet all of the requirements identified for completion in Phase 1 of Attachment A – Preliminary System Requirements Specification (Ref. Paras. 1.3. and 11.).

30.2.10. **Section 10 – Development Approach:** The respondent shall provide a detailed response specifying exactly how the requirements outlined in Attachment A – Preliminary System Requirements Specification of the solicitation will be fulfilled (Ref. Para. 12.).
30.2.10.1. If the proposed solution is primarily COTS, the vendor shall provide a detailed response specifying how the COTS meets the requirements outlined in Attachment A – Preliminary System Requirements Specification, including the respondent’s approach to installation, configuration, and customization.

30.2.10.2. If the proposed solution is SAAS, the vendor shall provide a detailed response specifying how the SAAS meets the requirements outlined in Attachment A – Preliminary System Requirements Specification, including the respondent’s approach to implementation, configuration, and customization.

30.2.11. **Section 11 – Quality Assurance Plan:** The respondent shall provide a detailed response specifying how the requirements outlined in Para. 17. of the solicitation will be fulfilled.

30.2.12. **Section 12 – Proposed Maintenance Agreement:** The respondent shall propose a high level Maintenance Agreement based on the requirements in Para. 15.

30.2.13. **Section 13 – Business Continuity and Disaster Recovery Plan:** The respondent shall submit a contingency and recovery plan detailing how they propose to meet the specifications in the event vendor service is interrupted. The plan shall detail the vendor’s backup and recovery process (Ref. Para. 19).

30.2.14. **Section 14 – Schedule 8 - Respondent References:** The respondent should submit a minimum of three references to substantiate the qualifications and experience requirements for services completed within the past five years. References shall illustrate respondent’s ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response may be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent’s references. The response may be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references.

30.2.15. **Section 15 – HUB Subcontracting Plan**

30.3. **COPIES:** The eleven reproduced copies (marked Copy) shall include only the following tab-indexed sections:

30.3.1. **Section 3 – Schedule 3– PM Qualifications and References**

30.3.2. **Section 4 – Schedule 4 – TL Qualifications and References**

30.3.3. **Section 5 – Schedule 5 – FL Qualifications and References**

30.3.4. **Section 6 – Schedule 6 – Team Member Qualifications and References**

30.3.5. **Section 7 – Schedule 7 – Company Qualifications and Experience**

30.3.6. **Section 8 – Project Management Approach and Methodology**

30.3.7. **Section 9 – Proposed Solution**

30.3.8. **Section 10 – Development Approach**
30.3.9. Section 11 – Quality Assurance Plan

30.3.10. Section 12 – Proposed Maintenance Agreement

30.3.11. Section 13 – Business Continuity and Disaster Recovery Plan

30.3.12. Section 14 – Schedule 8 – Respondent References

31. **FINANCIAL STANDING:** The respondent should submit with the response the most recent five years audited financial statements, or if audited financial statements are unavailable, un-audited financial statements should be submitted and certified as true, correct and accurate by the chief financial officer or treasurer of the respondent's company (Ref. Para. 6.5.).

32. **RESPONSE EVALUATION:** Only a complete response meeting minimum qualifications will be considered. Failure to submit the required documents may result in a response being declared non-responsive (Ref. Para. 30.).

32.1. **STEP 1 – INITIAL EVALUATION:** A TxDOT evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements.

32.1.1. Respondent qualifications and response submission information will comprise 70 percent of the evaluation total.

32.1.2. Pricing submitted for the solicitation requirements will be 30 percent of the evaluation total.

32.2. **STEP 2 – ORAL PRESENTATION:** TxDOT may request that the respondent give an oral presentation to TxDOT. The TxDOT evaluation committee will evaluate and score each oral presentation. All responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements.

32.2.1. The initial selection of respondents qualifying to proceed to this step will maintain the pricing weight at 30 percent. The initial evaluation score of the qualifications and submission information will be replaced with the oral presentation score at 70 percent.

32.2.2. TxDOT will advise each respondent in writing of the location, date and time of the scheduled oral presentation. A minimum of two weeks notice will be given to the respondent(s) selected for the oral presentation phase.

32.2.3. TxDOT may provide the respondent with a list of proposed key personnel required to attend and participate in the meeting.

32.2.4. Respondent and proposed key personnel should be prepared to address any questions that may be asked by TxDOT evaluators.

32.2.5. TxDOT reserves the right to continue discussions or negotiations with selected respondent(s).

32.3. **NEGOTIATIONS:** Upon completion of oral presentation evaluation scoring, TxDOT reserves the right to enter into negotiations with one or more selected respondents.
32.4. **STEP 3 – BEST AND FINAL OFFER (BAFO):** TxDOT reserves the right to request a BAFO from selected respondent(s).

32.4.1. The respondent(s) shall submit a final price and any added value. If more than one respondent reaches this level, the negotiated terms, references, BAFO and added values will be considered in the award. TxDOT will make the final determination on the best value.

32.4.2. TxDOT may award the purchase order for the service without requesting a BAFO.

33. **AWARD**

33.1. TxDOT reserves the right to award a purchase order(s) to the company that provides the best value to TxDOT in performance of this service.

33.2. **BEST VALUE:** TxDOT will be the sole judge of best value. Best value criteria may include, but is not limited to:

33.2.1. Best meets the goals and objectives of the proposed solution.

33.2.2. Best meets the quality and reliability of the proposed solution and services.

33.2.3. Effect of the proposed solution on agency productivity.

33.2.4. Provides the most customer focused solution that will best meet the needs of the traveling public.

33.2.5. Experience in successfully providing services in the solicitation.

34. **POST AWARD MEETING:** Vendor(s) shall be required to attend a post award meeting in Austin, Texas with the TxDOT division responsible for the solicitation within 10 business days after the award of the purchase order. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding the purchase order. Vendor(s) and TxDOT shall identify specific goals, strategies and activities planned for meeting particular program area objectives.

35. **TRANSITION OF TXDOT PROPERTY:** TxDOT will provide assistance as needed for the efficient and smooth transfer of all TxDOT property, including but not limited to: Publications, documents, property, equipment, and other material which TxDOT retains ownership rights related to work provided under a previous or current purchase order.

35.1. **BEGINNING PHASE:** The vendor awarded a purchase order as a result of this solicitation, shall, at the request of TxDOT, be responsible for contacting the previous vendor to request the transfer of all TxDOT property. The transition of TxDOT’s property shall occur within an agreed upon time frame to assure the new vendor can begin providing services as required by TxDOT.

35.2. **CANCELLATION OR TERMINATION OF THE PURCHASE ORDER:** At the end of the contract term or if the purchase order is cancelled by either party, the vendor(s) shall return all TxDOT property to TxDOT or transfer all TxDOT property to the TxDOT designated vendor(s) immediately upon TxDOT’s request.
36. **CONTRACT ADMINISTRATION:** Administration of the purchase order is a joint responsibility of the TxDOT Contract Administrator and TxDOT Purchasing. TxDOT Purchasing staff will be responsible for administering the contractual business relationship with the vendor.

36.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing agent.

36.2. Upon issuance of purchase order, TxDOT will designate an individual who will serve as the Contract Manager and point of contact between the agency and the vendor. The Contract Manager does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way or waive strict performance of the terms or conditions of the purchase order. This individual’s contract management and contract administration responsibilities include, but are not limited to:

36.2.1. Monitoring the vendor’s progress and performance and ensuring services conform to established specification requirements.

36.2.2. Managing the financial aspects of the contract including approval of payments.

36.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.

36.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.

36.2.5. Other areas as identified by the Comptroller of Public Accounts Contract Management Guide, latest edition.
Instructions to Respondent: Enter pricing per deliverable, subtotals per project stage, and total price. If completed electronically, subtotals and total should calculate automatically.

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<td>Schedule and Work Plan. (Ref. Para. 10.1.)</td>
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<td>Project Management Plan. (Ref. Para. 10.2)</td>
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<td>4</td>
<td>PROJECT MANAGEMENT</td>
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<td>Status Reporting and Performance Reviews (Ref. Para. 10.3)</td>
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<td>Ongoing Project Management Activities (Ref. Para. 10.4)</td>
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<td>Infrastructure Specifications and Test Plan (Ref. Para. 12.2)</td>
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<td>Physical Database Design (Ref. Para. 12.4)</td>
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<td>System Design (Ref. Para. 12.5)</td>
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<td>Data Cleansing Migration Plan (Ref. Para. 12.6)</td>
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<td>17</td>
<td>SYSTEM DEVELOPMENT</td>
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<td>System Development (Ref. Para. 12.7) or SAAS Installation, Set Up and Implementation.</td>
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<td>COTS Software (if applicable - Ref. Para. 12.7)</td>
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<td>20</td>
<td>Software-as-a-Service First Year Annual Fee (if applicable)</td>
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<td>Testing and Acceptance Plan (Ref. Para. 12.8)</td>
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<td>Completed System and Acceptance Testing (Ref. Para. 12.8)</td>
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<td>SYSTEM DEPLOYMENT AND TRAINING</td>
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<td>System Deployment (Ref. Para. 12.9)</td>
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<td>27</td>
<td>System Training (Ref. Para. 12.11)</td>
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<td>System Rollout (Ref. Para. 12.12)</td>
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<td>Maintenance Agreement (Annual Price, Ref. Para. 15)</td>
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<td>31</td>
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Instructions to Respondent: Enter pricing per deliverable, subtotals per project stage, and total price. If completed electronically, subtotals and total should calculate automatically.

**RESPONDENT NAME**
Note: The information below will be used for information purposes only.

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SCHEDULE 2
EXECUTION OF OFFER
RFO NO. Q442011001661000

By signature hereon, Respondent certifies that: All statements and information prepared and submitted in the response to this RFO are current, complete, and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

Neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent or anyone acting for such firm, corporation, or institution has (1) violated the anti-trust laws of the state of Texas under Texas Business and Commerce Code, Chapter 15, or the federal anti-trust laws; or (2) communicated the contents of this Offer either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFO.

By signing this response, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

Under Government Code §2155.004, no person who prepared the specifications or this RFO has any financial interest in Respondent’s Offer. If Respondent is not eligible, then any purchase order resulting from this RFO shall be immediately terminated. Furthermore, “under Section §2155.004, Government Code, the vendor (Respondent) certifies that the individual or business entity named in this response or purchase order is not ineligible to receive the specified purchase order and acknowledges that this purchase order may be terminated and payment withheld if this certification is inaccurate.”

Under Family Code §231.006, relating to child support obligations, Respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this purchase order may be terminated and payment withheld if this certification is inaccurate.

Any Offer submitted under this RFO shall contain the names and social security numbers of person or entity holding at least a twenty-five percent ownership interest in the business entity submitting the Offer.

Under Government Code §669.003, relating to purchase ordering with an executive of a state agency, Respondent represents that no person who, in the past four years, served as an executive of the Texas Department of Transportation (TxDOT) or any other state agency, was involved with or has any interest in this Offer or any purchase order resulting from this RFO. If Respondent employs or has used the services of a former executive head of TxDOT or other state agency, then Respondent shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Respondent, and date of employment with Respondent.

Respondent agrees that any payments due under this purchase order will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the state of Texas.

TxDOT is federally mandated to adhere to the directions provided in the President’s Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration’s Excluded Parties List System (EPLS, http://www.epls.gov), which is inclusive of the United States Treasury’s Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.
Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at http://www.epls.gov.

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a purchase order, including a purchase order for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a purchase order awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a purchase order awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the respondent certifies that the individual or business entity named in this RFO is not ineligible to receive the specified purchase order and acknowledges that any purchase order resulting from this RFO may be terminated and payment withheld if this certification is inaccurate.

Pursuant to Section 2262.003 of the Texas Government Code, the state auditor may conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this purchase order or indirectly through a subcontractor under this purchase order. The acceptance of funds by the Respondent or any other entity or person directly under this purchase order or indirectly through a subcontractor under this purchase order acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the Respondent or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors or through the vendor and the requirement to cooperate is included in any subcontractor it awards.
Respondent represents and warrants that the individual signing this Execution of Offer is authorized to sign this document on behalf of Respondent and to bind Respondent under any purchase order resulting from this Offer.

**RESPONDENT (COMPANY):**

**SIGNATURE (INK):**

**NAME (TYPED/PRINTED):**

**TITLE:**__________ DATE:__________

**STREET:**

**CITY/STATE/ZIP:**

**TELEPHONE:**

**FACSIMILE NUMBERS:**

**EMPLOYER’S IDENTIFICATION NUMBER (EIN):**

THE EXECUTION OF OFFER SHALL BE RETURNED WITH THE RESPONSE. FAILURE TO RETURN THE EXECUTION OF OFFER WILL RESULT IN THE RESPONSE BEING CONSIDERED NON-RESPONSIVE.
**SCHEDULE 3**

**PM QUALIFICATIONS AND REFERENCES**

**Respondent Name:**

The respondent shall complete one profile for the PM to be assigned to this purchase order (Ref. Para. 7.1.) TxDOT reserves the right to reject the proposed PM if references or past working performance are questionable or unfavorable.

### PM PERSONNEL INFORMATION

<table>
<thead>
<tr>
<th>FULL NAME:</th>
<th>RESPONSE</th>
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### PM QUALIFICATIONS

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**Minimum Qualifications:** Three years experience within the last five years in project management for similar services. The PM shall have experience in some or all of the following:

- Providing project management services.
- Managing large software integration projects with LRS and GIS components.
- Implementing enterprise LRS using multiple LRM, geospatial inventory management-related solutions, complex reporting tools, and related systems.
- Using structured software development methodologies and standards.
- Applying excellent written and oral communication skills to communicate with personnel of all technical levels.

**PREFERRED QUALIFICATIONS:** Describe any preferred qualifications:

- Certification as a Project Management Professional (PMP) by the Project Management Institute (PMI).
- Experience in State Transportation Data Management.

### PM Reference: #

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<th>Name of Organization:</th>
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**SCHEDULE 4**

**TL QUALIFICATIONS AND REFERENCES**

**Respondent Name:**

The respondent shall complete one profile for the TL to be assigned to this purchase order (Ref. Para. 7.2.). TxDOT reserves the right to reject the proposed TL if references or past working performance are questionable or unfavorable.

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<th><strong>TL PERSONNEL INFORMATION</strong></th>
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<td>PROPOSED PROJECT ROLE:</td>
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<th><strong>HOW/WHERE OBTAINED</strong></th>
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<tr>
<td>Minimum Qualifications: The TL shall have a minimum of three years experience within the last five years in some or all of the following:</td>
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<tr>
<td>Designing solutions for large software integration projects with a GIS component.</td>
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<tr>
<td>Overseeing development teams for large software integration projects with a GIS component.</td>
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<tr>
<td>Implementing enterprise linear referencing systems, geospatial inventory management-related solutions, HPMS reporting tools, or related systems.</td>
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<tr>
<td>Implementing, configuring, and tuning the relevant TxDOT preferred technologies in the TxDOT Core Technology Architecture: Version 5.4 (Exhibit 13).</td>
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<tr>
<td>Using structured software development methodologies and standards.</td>
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<tr>
<td>Applying excellent written and oral communication skills to communicate with personnel of all technical levels.</td>
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**TL Reference:** 

Name of Organization:  
BUSINESS ADDRESS:  
BUSINESS CITY:  
BUSINESS STATE:  
ZIP

CONTACT PERSON NAME:  
CONTACT PERSON TITLE:  
PHONE NUMBER:  
FAX  
E-MAIL ADDRESS

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**SCHEDULE 5**

**FL QUALIFICATIONS AND REFERENCES**

**Respondent Name:**

The respondent shall complete one profile for the FL to be assigned to this purchase order (Ref. Para. 7.3.). TxDOT reserves the right to reject the proposed FL if references or past working performance are questionable or unfavorable.

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<th>FL PERSONNEL INFORMATION</th>
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<td>Minimum Qualifications: The FL shall have a minimum of three years experience within the last five years in some or all of the following:</td>
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<tr>
<td>Analyzing and documenting business processes for large software integration projects with a GIS component.</td>
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<tr>
<td>Analyzing, documenting, and tracking requirements for large software integration projects with a GIS component.</td>
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<tr>
<td>Designing and implementing rigorous testing procedures for large software integration projects, including but not limited to writing test plans and test cases, and tracking test results.</td>
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<tr>
<td>Implementing enterprise linear referencing systems, geospatial inventory management-related solutions, HPMS reporting tools, and related systems.</td>
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**FL Reference: #**

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| CONTACT PERSON TITLE: |          |
| PHONE NUMBER:         | FAX      |
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SCHEDULE 6
TEAM MEMBER QUALIFICATIONS AND REFERENCES

Respondent Name:
The respondent shall complete one profile for each team member to be assigned to this purchase order (Ref. Para. 7.4). TxDOT reserves the right to reject the proposed team member if references or past working performance are questionable or unfavorable.

<table>
<thead>
<tr>
<th>Team Member PERSONNEL INFORMATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME:</td>
<td></td>
</tr>
<tr>
<td>NUMBER OF YEARS EMPLOYED BY RESPONDENT:</td>
<td></td>
</tr>
<tr>
<td>JOB TITLE:</td>
<td></td>
</tr>
<tr>
<td>PROPOSED PROJECT ROLE:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEAM MEMBER QUALIFICATIONS</th>
<th># YRS EXP.</th>
<th>FROM</th>
<th>TO</th>
<th>HOW/WHERE OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team members shall have a minimum of one year of experience within the last three years in the services referenced in this solicitation and have the knowledge to develop and implement the service requirements in this specification. All team members shall have experience in working in a cooperative team environment. One or more team members shall have experience in the following: Enterprise web, GIS, and relational database development and software integration. Implementing, configuring, and tuning the relevant TxDOT preferred technologies in the Core Technology Architecture: Version 5.4 (Exhibit 13). Working in a structured development environment and employing industry good practices in requirements tracking, system design, design documentation, source code control, source code documentation, versioning, testing, and deployment. Design and development of online help aids. Roadway inventory data collection and validation, to include data collection via GPS. Roadway inventory data analysis and reporting Federal Highway Administration (FHWA) reporting requirements. Technical writing, project documentation, system documentation, and training materials development.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FL Reference: #

Name of Organization: 
BUSINESS ADDRESS: 
BUSINESS CITY: 
BUSINESS STATE: ZIP 
CONTACT PERSON NAME: 
CONTACT PERSON TITLE: 
PHONE NUMBER: FAX 
E-MAIL ADDRESS

This page, or sections thereof, may be reproduced or repeated as needed to document qualifications and references for all proposed project personnel.

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### SCHEDULE 7
### COMPANY QUALIFICATIONS AND EXPERIENCE

<table>
<thead>
<tr>
<th><strong>Reference #</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Customer Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project Title:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Title:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-mail Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project start &amp; end dates:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date system operational in production environment:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project description:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project cost:</strong> (implementation and operational services)</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome of project:</strong> (i.e., on time, on budget, and met customer needs)</td>
<td></td>
</tr>
<tr>
<td><strong>Scope of work performed:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Staff assigned to engagement that are proposed for work on this project, including roles and responsibilities:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Software application and specific modules installed:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of total and concurrent users:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Technical environment:</strong> (hardware, dbms, and operating system)</td>
<td></td>
</tr>
<tr>
<td><strong>Types of interfaces, if applicable, including interfaces, middleware used, and other factors demonstrating the ability to integrate to existing applications</strong></td>
<td></td>
</tr>
</tbody>
</table>

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**SPECIFICATION NO.**  
**TxDOT 920-40-70-TPP**  
**REVISED: DECEMBER 2010**

**SCHEDULE 8**  
**RESPONDENT REFERENCES**

Include only references for which projects were completed within the past five years (Ref. Para. 30.2.14.).

Respondent Name: ___________________________________________

Reference #

<table>
<thead>
<tr>
<th>Name of Client Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>BUSINESS CITY:</td>
<td></td>
</tr>
<tr>
<td>BUSINESS STATE:</td>
<td>ZIP</td>
</tr>
</tbody>
</table>

| CONTACT PERSON NAME:        |   |
| CONTACT PERSON TITLE:       |   |
| PHONE NUMBER:               | FAX|

| E-MAIL ADDRESS:             |   |

| Project Title:              |   |
| PROJECT DESCRIPTION:        |   |

| PROJECT START DATE:         | PROJECT END DATE: |

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