

**Table 2 - Requirements**

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<b>1.</b>	<b>General Requirements</b>			
1.1.	Provide the name, address, and web site (if available) of organization responding to this RFI. Also provide the name, address, phone number, FAX number, and e-mail address of the contact representing the organization.			
1.2.	List any subcontractors that would be involved in your proposal. Provide phone number and address of the contact for the subcontractor, and details about how they will be involved in the implementation of your proposed solution.			
1.3.	Provide a list of customer references for the products being proposed. Indicate modules and version of products deployed by reference. Also provide one or more reference contact name(s) and phone number(s) for each module in the proposed solution.			
1.4.	If your organization or any subcontractors involved in your proposal are a California Certified Small Business, provide a list of the certified organizations and certification number. Information about certification can be found at <a href="http://www.pd.dgs.ca.gov/smbus">http://www.pd.dgs.ca.gov/smbus</a> .			
1.5.	If your organization or any subcontractors involved in your proposal are a California Certified Disabled Veteran Business Enterprise, provide a list of the certified organizations and certification number. Information about certification can be found at <a href="http://www.pd.dgs.ca.gov/smbus">http://www.pd.dgs.ca.gov/smbus</a> .			
1.6.	Ability to support advertising, Internet-based bidding, and analyze contractor bid proposals for highway construction projects. Include any particular product support for innovative contracting practices of large highway projects.			
1.7.	Provide an Audit Trail feature to show additions, changes, and deletions to all iBid databases; along with the related Operator Identifier, date and time of change.			
1.8.	Web pages generated by proposed solution meets State of California Web Accessibility Guide requirements (located at <a href="http://www.webmasters.ca.gov/styleguide/accessibility.html">http://www.webmasters.ca.gov/styleguide/accessibility.html</a> )			

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1.9.	Web pages generated by proposed solution meets Section 508 of the Rehabilitation Act of 1973 Subpart B Section 1194.22 Web-based intranet and internet information and applications.			
1.10.	Ability to use Department web page templates for web pages generated by proposed solution without loss of functionality. (Department web templates can be found at <a href="http://www.dot.ca.gov/templates">http://www.dot.ca.gov/templates</a> )			
1.11.	Provide the ability to enable the Department to add custom functionality not provided in the off-the-shelf product. Describe how this is accomplished for the proposed solution and what, if any, additional products would need to be purchased.			
1.12.	Ability to support a 3-tier system architecture. See Appendix A for 3-tier details.			
1.13.	Ability to support a site redundant system architecture (for business continuity, improved reliability, disaster recovery, availability, and load balancing).			
1.14.	Provide a logical data model for the proposed solution. Include entities and relationships if applicable.			
1.15.	Provide a copy of all manuals for the COTS portion of the proposed solution (only one original is needed).			
1.16.	Ability to offer product maintenance and product help desk support as an off-the-shelf product. Maintenance and support shall be available for three years after deployment of the proposal. Maintenance includes user and administrative manuals, data models, and repair of reported program defects. Help desk includes telephone support from a live support person: Monday – Friday, 8 AM to 5 PM Pacific Time.			
1.17.	Ability to store information for highway projects to be advertised in an iBid Project database.			
1.18.	Ability to replace the plans counter databases shown in Figure C, and interface with the data inputs and outputs shown in Appendix B. Describe the approach that is used for this portion of the iBid project.			

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1.19.	Ability to replace the legacy BID mainframe program shown in figure D, and interface with the data inputs and outputs shown in Appendix C. Describe the approach that is used for this portion of the iBid project.			
<b>2.</b>	<b>Internet Advertising and Internet Document Distribution</b>			
2.1.	Provide the ability to post general informational notices for advertised highway construction projects on a publicly accessible web page.			
2.2.	Provide the ability to post electronic documents related to advertised projects on a publicly accessible web page so that the posted documents are downloadable by the public.			
2.3.	Provide the Department with the ability to restrict downloads of selected electronic documents (such as electronic bidding forms) to contractors who have been previously authorized by the Department for the download.			
2.4.	If a contractor has previously downloaded electronic bidding forms for a project, provide the ability to notify contractors electronically of addenda to the project. Also, have the system provide an automated method of verifying that the contractor received the addenda notification and alert the appropriate individuals within the Department if receipt of notification is not received so Department action can be taken to notify the contractor of the new addenda. Examples of the possible addenda changes are a change to a quantity, a change to an item code, a new bid item, or the removal of a bid item.			
<b>3.</b>	<b>Contractor and Project Bidder Registration</b>			
3.1.	Able to store information about contractors in an encrypted master contractor database. Authorized Department personnel must have ability to make corrections and to add new contractors to the information in the encrypted master contractor database.			

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3.2.	Ability to input and edit information in an encrypted database of contractors who have indicated an intent to bid on a particular project (frequently called a planholders database). The encrypted database shall record if the contractor has elected to bid electronically through the Internet, or with a paper bid. Authorized Department personnel must have ability to make corrections and to add new contractors to the planholders database. Information needed in the database is: contractor name, ID, FAX number, street mailing address, and bidding method (paper or Internet).			
3.3.	Ability to provide the public with an Internet page that provides a list of contractors who has indicated an intent to bid on a particular project (frequently called a planholders list).			
3.4.	For any advertised project, ability to print mailing labels for sending out addendas by commercial overnight courier services (including FedEx and UPS).			
<b>4.</b>	<b>Bidding (Internet bid submittal or Paper bid submittal)</b>			
4.1.	Ability to create and manage three categories of secure contractor accounts: (1) general accounts to maintain data about the contracting firm, (2) project accounts that are managed by the firm and used to prepare and edit bids for individual projects, and (3) bid authorization accounts that are issued by the Department to officials in the firm with authority to submit bid proposals and to enter into a legally binding contract.			
4.2.	Ability to construct an electronic project proposal document equivalent in content to the Department's printed project proposal documents. Project information for the electronic proposal document is to be automatically extracted by the iBid system from data in existing Macintosh FileMaker Pro Vers. 5.0 databases, a mainframe flatfile database system, and Microsoft Word tables. (See Appendix D for sample Department proposal document)			

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4.3.	Ability to provide a secure, confidential, encrypted method for contractors to enter, modify, and submit electronically prepared legally binding bid proposals through the Internet to an electronic drop box. Bid proposal information includes but is not limited to: Item cost information, DBE and DVBE Subcontractor Information, Contractor Licensing Information, and Bonding Information.			
4.4.	When a contractor submits a bid, the system shall log operator identification and date and time of submittal. For Internet transmitted bids, the system must enter all of this information at the time the Internet submittal is received.			
4.5.	Able to display to the contractor a countdown clock indicating the time remaining (to the nearest second) to submit bids based on the Department's clock. The iBid system will disallow any bids submitted after the bid submittal cutoff time as indicated on the countdown clock.			
4.6.	Ability for contractors to have their bid proposals automatically checked for completeness (such as omission of mandatory bid information or incorrectly filled out bid proposal alternates); and to have amounts such as extended bid item amounts and bid total automatically calculated.			
4.7.	Ability for contractors to submit, modify, or withdraw their electronic bid proposal at any time until the cutoff time for bid submittals. When a contractor is registered for an iBid project, the system shall keep contractors continuously informed about the amount of time remaining until cutoff time for bid submittals.			
4.8.	Ability for Department staff to specifically control the order in which bid items show in the proposal document. Changing the order in which the bid items show must be accomplished with features set up specifically for the purpose and not accomplished by using program functionality whose main intention was for other purposes.			

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4.9.	Ability for the Department to construct in the proposal document compensation to the contractor for completion ahead of schedule (commonly called A+B bids).			
4.10.	Ability for the Department to construct in the proposal document alternatives for a bid item that allows the selection of only one of the alternatives.			
4.11.	Ability for the Department to construct an electronic amendment (addenda) to the project proposal document. A new addenda shall not require contractor to re-enter bidding data in their proposal document that is not affected by the new addenda.			
4.12.	The bid preparation, submission, and bid receiving system will need to be operational 7 days per week, 24 hours per day.			
4.13.	Until bid opening time, Department staff cannot have access to any information in the electronic drop box or in the contractors' electronic bid submittals. At bid opening time, the iBid system needs to produce for the Department a report of received bid submittals showing the Contractor name, Department issued contractor ID, and street delivery address. Upon review of the received bid submittals report the Department shall be able to specify to the iBid system to open and upload into an iBid project database, only those electronic bids selected by the Department. Electronic bids not selected for opening shall be returned to the contractor unopened.			
<b>5.</b>	<b>Bid Proposal Analysis</b>			
5.1.	Ability to print a list of those contractors who have submitted their bids through the Internet. For any advertised project, this list should be printable at any time after the close of bidding but before the Internet submitted bids have been electronically opened by the department. Information needed on the list is: Contractor name, Department issued contractor ID, and street delivery address.			
5.2.	For any advertised project, print a list of those contractors who have submitted paper bids. Information needed on the list is: Contractor name, Department issued contractor ID, and street delivery address.			

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5.3.	Ability to automatically upload electronically submitted bid information from an electronic drop box to an iBid Project database.			
5.4.	For paper submitted bids, ability to have Department staff key in the unit prices from contractor submitted bids into the iBid Project database.			
5.5.	Able to store and retrieve in a database the following bidding information (bidding database): project identification number and description, county(ies), route number(s), beginning and ending postmile, engineer's estimate, bid date, award date, award amount, companies receiving a complete set of bid documents, all bidders name and contractor-ID (issued by the Department), the total bid amount (for paper bids), line item bid prices, subcontractors work (names, address, and description of work), and suppliers (names, address, quantity and value).			
5.6.	Ability to have the iBid system calculate and produce reports for line item extended prices, and project totals for comparison with amounts shown on contractor submitted paper bids.			
5.7.	Able to automatically identify the apparent low bidder for each project. The system should be capable of making appropriate adjustments for Small Business preference or California Company preference prior to ranking. Department staff needs the ability to change the bid order or remove a bid in the event that a bidder subsequently becomes disqualified or is relieved of their bid, and to document the reason for the change or removal. The system should then produce a bid summary report listing each Contractor's name and total bid, and listed by increasing bid amounts. Department staff need the ability to automatically mail electronic copies of the bid summary results or bid summary reports using e-mail address lists or by posting the preliminary bid summary report to designated Internet or Intranet web sites.			

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5.8.	Able to produce a preliminary bid summary report showing all bid amounts for a project and the name of the contractor that submitted each bid. The report should be organized starting with the lowest bid amount to the highest bid amount. IBid system should automatically e-mail electronic copies of the preliminary bid summary results or preliminary bid summary reports using e-mail address lists or post the preliminary bid summary report to designated Internet or Intranet web sites.			
5.9.	Ability to record results of manual verification of bid information provided by contractor. Contractor provided bid information to be verified is: contractor's and subcontractor's license status, subcontractor's small business and disabled veteran business enterprise status, subcontractor's disadvantaged business enterprise status, California business status, and bidder's bond.			
5.10.	Provide a way for the Department to add automatic verification of the contractor entered data to meet bidder qualification requirements. This automatic verification provision is needed after bid opening and up to the time of contract award. The contractor-entered data will be verified by sending queries and receiving results from external agency databases. Access will be by standard industry data access means (such as XML, SQL, etc.). Describe the proposed approach to accommodate future automatic verification by the iBid system and the provisions in the application to accomplish this.			
5.11.	Able to provide a tracking mechanism to document approval or rejection of specific bids as they flow through the Department's evaluation process. Tracking mechanism shall be able to capture any comments or reasons for rejection and the associated name of the reviewer. Reviewers include: Headquarters, District, Legal, Civil Rights, Construction, Structures, and Local Assistance.			

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