

## VI. BUSINESS AND TECHNICAL REQUIREMENTS

### A. Introduction

This section contains the mandatory and desirable System Administration and Functional Requirements that must be addressed by the software. It will also address the Project Management, Configuration, and Training requirements.

Caltrans has identified mandatory and desirable requirements for the software. Supporting documentation must be provided to support all claims made by the Bidder. Supporting documentation may include product “glossy” brochures, equipment technical specification brochures, technical or user manuals that may be advertised in response to the requirements, and other advertising materials. [Videos and DVDs will not be accepted.](#)

### B. Project Management Activities and Plans

Bidders must prepare and submit a Draft Project Management Plan with their proposal. The plan must include the Bidder's approach to the project activities described in Form VI-1, located in Appendix D. The Draft Project Management Plan will allow Caltrans to evaluate the Bidder's knowledge and application of best practices, and competence in managing a project of this size and complexity. Failure to address all required elements of the Draft Project Management Plan will result in a lower score. Information regarding the evaluation and scoring of the Draft Project Management Plan can be found in Section IX of this RFP.

To facilitate the evaluation process, Bidders must complete Form VI-1: Draft Project Management Requirements Response Form, located in Appendix D.

### C. System Administration Requirements

The System Administration Requirements are broken into eight parts, each with a set of mandatory and desirable requirements as described in Form VI-2, located in Appendix D. Bidders shall indicate whether the software meets or does not meet each of the System Administration Requirements.

#### 1. Mandatory:

Bidders must indicate whether or not the software meets the requirement. Failure to meet each mandatory requirement may cause the Bidder's proposal to be deemed non-responsive. Additionally, for each requirement, the Bidder must include a narrative response consisting of:

Proposed Solution Description: Bidders shall provide a description of how their proposed solution meets the requirement.

Supporting Literature or Documentation Reference: Bidders shall indicate in their response (Volume number, page number(s), or section(s)) where documentation can be found to substantiate the bidder's response.

Documentation must be complete and in sufficient detail for the Evaluation Team to understand how the requirement is to be met.

2. Desirable:

Bidders are not required to offer the desirable requirements in order to be compliant with this RFP. However, Bidders must indicate if the desired System Administration requirement is included in the proposed COTS software by entering "Yes" or "No" as indicated on the response form. Where Bidders indicate that the requirement will be met, a narrative response is also required, as described above.

Points will be awarded as described in Section IX, for each desirable requirement met in the Bidder's response.

Bidders must complete Form VI-2 located in Appendix D, as described above, and submit with their response to this RFP. Bidders must not retype or edit the requirements or forms except to enter requested information. Making a material change to the form may make the Bidder's proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

***D. Functional Requirements***

Caltrans has identified the mandatory and desirable functional requirements for the roadway design software that will best meet the business needs.

1. Mandatory:

Form VI-3, located in Appendix D, contains the mandatory functional requirements. Bidders shall affirm that each requirement will be met by indicating whether the software meets the requirement as indicated on the response form. Failure to meet each mandatory requirement may cause the Bidder's proposal to be deemed non-responsive. Additionally, for each requirement, the Bidder must include a narrative response consisting of:

Proposed Solution Description: Bidders shall provide a description of how their proposed solution meets the requirement.

Supporting Literature or Documentation Reference: Bidders shall indicate in their response (Volume number, page number(s), or section(s)) where documentation can be found to substantiate the bidder's response. Documentation must reference the requirement ID #, and be complete and in

sufficient detail for the Evaluation Team to understand how the requirement is to be met.

## 2. Desirable:

Form VI-4, located in Appendix D, contains the desirable functional requirements. Bidders are not required to offer these desirable features in order to be compliant with this RFP. However, Bidders must indicate if the functionality is included in their proposed COTS software by entering "Yes" or "No" as indicated on the form for each desirable functional requirement. Where Bidders indicate that the functionality is included in their response, a narrative response is also required, as described above.

Points will be awarded as described in Section IX, for each desirable requirement met in the Bidder's response.

Bidders must complete Forms VI-3 and VI-4, as described above, and submit with their response to this RFP. Bidders must not retype or edit the requirements or forms except to enter requested information. Making a material change to the form may make the Bidder's proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

### ***E. Configuration***

The software must be configured within six months following contract approval to support Caltrans' business needs. A complete list of the configuration requirements is included in Appendix F. All configuration requirements and specifications will be incorporated into the Contract.

Requirement T1: Bidder must affirm on Form VI-5, located in Appendix D, that a System Administration Manual will be provided to the Caltrans Contract Manager prior to commencement of acceptance testing.

Requirement T2: Bidders must affirm on Form VI-5, located in Appendix D, that the proposed software meets, or will be configured to meet, all software Configuration Requirements as listed in Appendix F.

***F. Training***

The Bidder must submit a Draft Training Plan as part of their proposal. The Draft Training Plan must include an outline of the development of the curriculum, course content, and a proposed training schedule. The Draft Training Plan must not include cost figures.

To ensure an even distribution of costs and to assist the Bidder with the proposed schedule, Caltrans has included a tentative distribution of training classes in Appendix E – Cost Tables. Classes may occur concurrently in multiple locations. At the end of each training class each student will be asked to complete an instructor evaluation form. A copy of the evaluation form (Course Comments Form.doc) is located in the Bidder's Library.

Refer to Appendix G for all training requirements, course content, and training logistics.

**Requirement T3:** The Bidder must submit a Draft Training Plan as part of the proposal. The Draft Training Plan must include an outline of the development of the curriculum, course content, and a proposed class schedule.