Mississippi Department of Information Technology Services

RFP No. 4356

Mississippi Department of Transportation Web-based Grant Management System/Transit Asset Management Solution

Attendance

- First Roll Call
  - Vendor participation is mandatory for the entire conference.
  - A representative for each participating vendor must be present for the final roll call.
- Please email your business card or signature block to: Khelli.Reed@its.ms.gov

- Attendees will be posted to the ITS website (www.its.ms.gov)

Agenda

AGENDA	
ATTENDANCE	Khelli Reed – ITS
PROJECT OVERVIEW	Shirley Wilson - MDOT
PROCUREMENT GUIDELINES	Khelli Reed - ITS
ADDITIONAL INFORMATION	Khelli Reed - ITS
QUESTION AND ANSWERS	Answers to vendor questions during this conference are not official unless and until submitted to ITS in writing.
CLOSING COMMENTS	Khelli Reed - ITS
CONCLUSION	Khelli Reed - ITS

Project Overview

- The Federal Transit Administration (FTA) provides grants for transit funding to improve mobility and increase the safety of public transportation systems across the country. The Mississippi Department of Transportation (MDOT) receives FTA grant funding and manages its award and distribution to sub-recipients throughout the State. MDOT administers multiple FTA grant programs including Enhanced Mobility of Seniors and Individuals with Disabilities (5310), Rural Area Program (5311), and Bus and Bus Facilities (5339).
- The FTA requires each State to develop a transit asset management Plan (TAM) if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. MDOT is responsible for transit management for the State and maintains a Tier II TAM as required by FTA.
- MDOT currently uses in-house, manual processes for grants management and administration and for transit asset management.

Project Overview

- MDOT seeks a web-based, vendor-hosted, grant management and transit asset management solution to support statewide transit programs and activities administered by the MDOT Public Transit Division (PTD). MDOT seeks to improve its ability to plan, implement, administer, and evaluate multiple grants (largely Federal) and programs that govern public transit, community transportation, and other transportation resources across the State. Further, MDOT is seeking transit asset management functionality that will provide effective asset lifecycle management, improved customer service, and improved public transit safety.
- MDOT seeks a vendor knowledgeable in FTA grant funding/management as well as transit asset management best practices.

Project Overview

- MDOT seeks a commercial-off-the-shelf product (COTS) or mostly-off-the-shelf product (MOTS) that is already being used by other DOTs to successfully manage grant funding and transit management requirements. MDOT seeks industry tested features and components that allow for flexible configuration, ease of implementation, and intuitive utilization. MDOT expects the COTS or MOTS solution to enable and ensure MDOT's compliance with all FTA grant and transit administration requirements, including interaction with FTA's Transit Award Management System (TrAMS).
- MDOT is seeking a vendor hosted, cloud solution. The cloud hosted environment must be capable of supporting the solution at maximum user capacity as well as maintaining all database functions. Startup capacity is estimated to be 300 users. The solution must be scalable to accommodate additional users at no additional cost to MDOT, except for agreed upon subscription and hosting costs.
- The contract term is three (3) years, with optional renewals.

Evaluation Overview

- Scoring is covered in Section VII Technical Specifications, Item 4 of the RFP.
- Each requirement is given a score between 0-10, with 9 points for meeting the requirement. Vendors should provide detail as to how their proposed solution meets or exceeds each specification.
- Vendors must respond with “Will Comply” or “Exception”, on every requirement in listed in Attachment A beginning with Item 20.
- Non-Cost = 65 points; Cost = 35 points.
- Mandatory requirements must meet the requirement and have a meaningful response.
- Taking exceptions to a Mandatory requirement will face elimination.
- The combination of the best technical solution and lowest cost is the key to being the selected vendor.

Technical Evaluation

Non-Cost Categories	Possible Points
Hosting Environment	10
Functional/Technical Requirements; Implementation Requirements – Statement of Work	30
Support and Maintenance; Software Administration and Security	25
Maximum Possible Points	**65**

- Vendors must meet the 90% gate in the non-cost categories.

Section VIII, Cost Information Submission

- Cost must be submitted using the format provided.
- Vendors can add to or break out items in their cost submission to fit their solution; however, a total implementation cost and a total annual cost must be provided.
- Vendors cannot change costs after the proposals have been submitted.
- Vendors are required to provide a fully loaded hourly change order rate as directed on the form.

RFP Response

- Proposal: 1 USB flash drive. Vendor's documents must be submitted in Microsoft Office 2010 or higher format and/or PDF format, as appropriate. If PDF format is submitted, the file must be searchable.
- Submission Cover Sheet (Section I)
- Proposal Exceptions (Section V)
- Response to RFP Questionnaire (Section VI)
- Point-by-Point Response (Attachment A)
- Cost Information Submission Form (Section VIII)
- References (Section IX)

Standard Contract

- Exhibit A – Software as a Service Agreement
- Vendors must review this document and take exception, if necessary. If Vendor takes no exception to Exhibit A, the state assumes that these terms are agreeable and cannot be negotiated after award.
- If additional terms and conditions beyond what is included is required, Vendor should submit them with their RFP response for consideration.

Upcoming Dates

- Deadline for Vendor's Written Questions
  - **Friday, June 3, 2022 at 3:00 p.m. Central Time**
- Responses to Vendor Questions
  - **Posted to the ITS Website by COB Friday, June 17, 2022**
- Proposal Due Date
  - **Tuesday, July 12, 2022 at 3:00 p.m. Central Time**
- Proposal Evaluations
  - **Begin Tuesday, July 12, 2022**
- Proposed Project Implementation Start-Up
  - **September 1, 2022**

Additional Information

- Vendor communication with the State
  - See Section II Proposal Submission Requirements, Item 14
- Answers to questions asked during this Vendor Conference are not official until and unless submitted in writing.
- Vendors may continue to check the ITS website for updates related to this RFP No. 4356.
  - www.its.ms.gov

Questions and Answers

- **Open to the floor** - Answers to questions posed during the vendor conference are not official unless and until questions are submitted in writing.

Closing Comments

- Final Roll Call
- Please email your business card to: Khelli.Reed@its.ms.gov
- Attendees will be posted to the ITS website (www.its.ms.gov)

Conclusion

Thank you for your participation!

Please make sure I have acknowledged your company's participation on the web conference.