

January 28, 2013

QUESTIONS & ANSWERS

REQUEST FOR PROPOSALS

PREPARATION OF ONLINE MAPPING APPLICATION FOR THE ENVIRONMENTAL ASSESSMENT FORMS

Question 1: Section III - 2nd paragraph: In the RFP it states: “The application must be online and functional by April 1, 2013.” We expect that it may be impossible for the selected vendor to be able to meet this target date, esp. given the time it often takes to complete contracting. Can this timeframe be extended? And, if so, what might be a revised online date?

Answer: The revised date by which the Online Mapping Application must be fully operational is October 1, 2013.

Question 2: Can you confirm that the completion date for the application development is October 1, 2013?

Answer: The revised date by which the Online Mapping Application must be fully operational is October 1, 2013.

Question 3: Is the live version of the tool on April 1st expected to be a full production implementation, a working prototype, a beta version, or somewhere in between? Would you consider a staged implementation of features such that a small set of core features is live and in full production on April 1st, but then more of the features desired added at later dates?

Answer: The revised date by which the Online Mapping Application must be fully operational is October 1, 2013.

Question 4: Input to the Mapping Application: Currently you mention there are two ways to get to mapping application. One directly to the Application by entering the URL in the Browser (using the PDF). Other is to go to the application by clicking on an HTML Link in the Web Based Workbook.

In the first case we assume the user will go the question they need answer to and run the query. But in the second case will there be URL parameters in the link from the web based workbook, using which the application will directly answer the users question as opposed to the user reenter the inputs in the Application?

Answer: URL will be the same from both locations. The RFP outlines the minimum requirements as having no data transfer or communication systems, forms, etc. (as indicated in Appendix 1). However, the Information Gathering Sessions will detail the requirements and design of the application.

Question 5: Site Location: Is the site location (point/polygon) something which the user will be required to draw on the map, or can the user select from previously identified sites present as a layer in the published map service.

Answer: The user will be required to identify the site location by either drawing a polygon on a map, by providing point data such as a mailing address or tax map number or selecting features from existing data where available. DEC will determine potential buffer requirements for those sites being represented by a point.

Question 6: Web Server: What is the webserver to be used by the DEC for this application? Assuming that the web server on the machine hosting ArcGIS Server 10.0 is IIS 7, will the new Mapping Application be hosted on the same machine and then made public through the Reverse proxy. Or will the new application be published to an intermediate web server.

Answer: The architecture design is not complete. However, it is likely the application servers will be behind the reverse proxy. The selected vendor and DEC will work together to finalize the architecture design for this project.

Question 7: The RFP identifies ESRI's FLEX as the "preferred language" (page 21). Are other approaches (software development environments) allowed for consideration?

Answer: Yes, other software environments will be considered. However, the suggested technology must be approved by DEC.

Question 8: General: Will the selected vendor be responsible for a) development of the complete web applications for the short and long EAF forms, or b) just the geographic components? If the latter, how will integration with the other parties' work occur?

Answer: The application will assist users in providing answers to place based questions only. The RFP's minimum requirements state that there will be no data transfer or communication with the EAF forms.

Question 9: General: Is the selected vendor going to be responsible for any extraction and/or validation of data entered in the standalone EAF form PDFs submitted by EAF applicants?

Answer: No data will be transferred from/to the EAF Form as indicated in Appendix 1 of the RFP.

Question 10: General: Does any portion of the Online Mapping Application for the Environmental Assessment Forms already exist? If it does, is that source code available for use by the selected vendor?

Answer: No, this will be a new application.

Question 11: Section IV - Item 4 (p.4): There are a variety of testing and deployment tasks. Of the items a) through g), which does the selected vendor have 100% responsibility for, which does DEC/ESD have 100% responsibility for and which are to be performed jointly?

Answer: These tasks will be performed jointly between selected vendor and DEC.

Question 12: Appendix 1 - Assumptions (p.14): A parallel project to develop a “web-based workbook” is referenced. Can any of the design standards or parameters (e.g. css file, UI mockups) from that effort be provided at this time? Or during the project?

Answer: The Online Mapping Application for the EAF is a stand alone application. However, the web-based workbook for the short EAF is currently available for review off a link on the DEC website at: <http://www.dec.ny.gov/permits/70293.html>

Question 13: Appendix 1 - Assumptions (p.14): Approximately how many existing or planned mxd/msd files are relevant to this project?

Answer: During the Design Phase of the project the number of mxd/msd files should be determined.

Question 14: Appendix 1 - Application Development Requirements (p.21): Newer versions of browsers (e.g. Metro style IE10) are dropping native support for plug-ins like Flex. Could the selected vendor use JavaScript or another fully supported technology instead?

Answer: Yes, other software environments will be considered. However, the suggested technology must be approved by DEC.

Question 15: Appendix 1 – System Security and Back-up Requirements (p.22): Please forward a copy of the most recent version of the NYS’ Office of Cyber Security Information Security Policy – Cyber Security Policy P03-002.

Answer: Below please find the link to access the NYS’s Office of Cyber Security Information Security Policy.

<http://www.dhSES.ny.gov/ocs/resources/documents/cyber-security-policy-p03-002-v3.4.pdf>

Question 16: What sort of locational information (e.g., street address, tax parcel, user-defined polygons, etc.) will be used to indicate the geographic extent of the project area?

Answer: The user will be required to identify the site location by either drawing a polygon on a map, by providing point data such as a mailing address or tax map number or selecting features from existing data where available. DEC will determine potential buffer requirements for those sites being represented by a point.

Question 17: Does the applicant need more options to add spatial data to the form than drawing – such as uploading GPS points, or just selecting existing spatial data to define locations, such as from a parcel layer?

Answer: The user will be required to identify the site location by either drawing a polygon on a map, by providing point data such as a mailing address or tax map number or selecting features from existing data where available. DEC will consider all proposed solutions with the ability to upload GIS data.

Question 18: There is a considerable amount of GIS data needed to support the various geospatial analysis required by this application. Please clarify who will be responsible for compiling these GIS data layers? This does not appear to be listed as a responsibility of the contractor.

Answer: DEC will take the lead on developing the data to answer the questions. However, the “design” of services will be determined in the Design Phase.

Question 19: One of the requested deliverable is a data dictionary. Will DEC be providing the necessary metadata to support this task?

Answer: Documentation already exists for the majority of the data needed to answer the place based questions. The data dictionary deliverable is for any additional data the selected vendor determines are needed for the application.

Question 20: Do the 5 boroughs for New York City need to be included in Online Mapping Application? According to the SEQR Environmental Assessment Forms Guidance Documents web page (www.nyseaf.net), projects in NYC will “receive an environmental review under the City Environmental Quality Review (CEQR) process in lieu of SEQR”?

Answer: The five boroughs of New York City must be included in the Online Mapping Application.

Question 21: The RFP specifies that the “preferred language for access to ArcGIS Server services is Flex”. Based on known limitations of Flex and Flash on mobile and tablet platforms and the requirement that it requires users to download a plug-in, would DEC be willing to consider another Esri supported API that does not have those limitations (e.g. – Esri ArcGIS API for Javascript)?

Answer: Yes, other software environments will be considered. However, the suggested technology must be approved by DEC.

Question 22: The RFP says that application will be developed in FLEX. We have run into numerous enterprise IT restrictions with other clients where those clients were not allowed to install or had limited use of the Flash plugin necessary to run FLEX applications, for security reasons. While applicants are less likely to have issues with Flash, do ESD and DEC allow Flash to

run on their employee's machines? If not, it may be hard for ESD or DEC staff to work with the application during the testing and prototyping stages.

Answer: Yes, but other software environments will be considered. However, the suggested technology must be approved by DEC

Question 23: Would it be preferable for the contractor to "auto-populate" the PDF(s), if made editable, rather than have the user enter in the relevant spatial information / answers calculated from the mapping application?

Answer: The RFP's minimum requirements state that there will be no data transfer or communication with the EAF forms. However, ESD/DEC will entertain all proposed solutions.

Question 24: Can we get a copy of an actual completely filled out form that was submitted, even if it was from the previous year and uses the old form? Seeing what sort of information the users actually put into the form, and thus what the form reviewers are expecting to see, would help us in thinking through how the new form should be used.

Answer: The revised EAFs are substantially different from the versions that are currently in use. However, an EAF that was completed for a power plant can be viewed at:

http://www.dec.ny.gov/docs/permits_ej_operations_pdf/cvfeaf.pdf

Question 25: What happens to the data the system generates, as well as what the user enters, once the form is filled out? Do you intend to keep the data in a database so the user can come back and review or revise the form in the future? If so would an audit trail be needed?

Answer: The RFP does not require storing system generated or user entered data with the exception of data that identifies spatial related data. DEC will entertain all proposed solutions.

Question 26: Does ESD want to save the spatial data that is generated during the process – especially the polygons or points an applicant may draw/upload to define the study area?

Answer: Yes, the solution does require the spatial data that is generated to identify the site to be saved. DEC will entertain all proposed solutions.

Question 27: Is the PDF generated meant to be editable? Or once it is generated does it need to be locked down so nobody can edit it?

Answer: **The EAF PDFs are independent of the Online Mapping Application.** The application will provide the platform for assisting applicants in answering the place based questions contained in the revised EAFs. The RFP outlines the minimum requirements as having no data transfer or communication systems, forms, etc. Answers to each question will be presented in a manner and format which will facilitate easy transfer to the fillable PDF, see Appendix 1.

Question 28: Where does the application requested fit into the overall workflow from the applicant's perspective, and from the perspective of ESD?

Answer: The completion of an environmental assessment form is one of the first steps in the preparation of an application for a permit in the New York State Environmental Quality Review process. The Online Mapping Application will provide the platform for assisting applicants in answering the place based questions contained in the revised EAFs. To view the revised EAF and the draft version of the Short EAF Workbook go to: <http://www.dec.ny.gov/permits/70293.html>

To get an overview and brief description of how an EAF is used in the SEQR process you can review "The SEQR Cookbook" which can be found at:
http://www.dec.ny.gov/docs/permits_ej_operations_pdf/cookbook1.pdf

Question 29: The RFP claims that all data, spatial or non-spatial, needed to run the automated analyses is hosted and accessible within the ESD's internal network. However, the datasets listed for inclusion in the analyses are not all owned or maintained by ESD – one such example being archaeological site data (E.3.e). Does ESD copy this data from the data owners/maintainers and update it regularly? If the dataset schemas are altered by the owners/maintainers, what is the expectation for updating the application to handle these changes?

Answer: Data is on DEC's network and updated on a regular basis. Changeable information should not be hard coded into the application code instead this type of information should be specified and read from a properties, configuration or data file. It will be the selected vendor's responsibility to design how potential schema changes will be managed.

Question 30: The RFP states that the delivered application will be the property of ESD. Who will maintain the application once this contract is complete? Will ESD or DEC have programmers that will update the application code as needs change, or is it expected that the company delivering the application will continue to make source code level changes?

Answer: DEC will maintain the application. Refer to the RFP, Section IV, Item 4G – Technical Transfer.

Question 31: Attachment A – Business Participation Opportunities for MWBE's: In fulfilling M/WBE goals, do subcontractors have to be New York State certified M/WBEs or do uncertified minority and women-owned businesses qualify?

Answer: Qualifying M/WBE contractors must be certified by New York State's Department of Economic Development (DED) or Empire State Development Corporation (ESDC). The Directory of certified M/WBE firms may be accessed online at <https://ny.newnycontracts.com>.

Question 32: Attachment A – Business Participation Opportunities for MWBE’s (A): The RFP package does not include Attachment C – MWBE Utilization Plan. If required as part of the proposal, please provide the form we should use.

Answer: The MWBE Utilization Plan (Form OCSD-3) can be found at:
http://esd.ny.gov/CorporateInformation/Data/RFPs/OCSD_3MWBEUtilizationPlan.pdf

Question 33: Attachment A – Business Participation Opportunities for MWBE’s (A): Attachment A states that “Bidders are required to submit a MWBE Utilization Plan (see Attachment C) with their bid or proposal.” Attachment B, section IV (p.32) states that a Utilization Plan must be submitted “either prior to, or at the time of, the execution of the contract.” Please clarify whether or not the Utilization Plan must be submitted with the proposal.

Answer: Each Bidder / Respondent is required to include at least a tentative utilization plan with their response. The tentative plan must identify the specific firms or types of businesses that the bidder intends to utilize in the fulfillment of its MWBE goal commitment. The select Bidder / Respondent will be required to provide an OCSD approved utilization plan prior to the execution of the contract. The MWBE Utilization Plan (Form OCSD-3) can be found at:
http://esd.ny.gov/CorporateInformation/Data/RFPs/OCSD_3MWBEUtilizationPlan.pdf

Question 34: In the RFP, the submittal address listed for the New York State Office of Information Services, references the “3th Floor”. Please confirm this should be “3rd Floor”.

Answer: Yes, 3rd Floor.