Request for Qualifications (RFQ)

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Section 1 – General Information:

1.1 Background

The Dormitory Authority State of New York ("DASNY") is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the "Act"), to provide design and project management services to, and to issue its bonds, notes, and other obligations, for a wide variety of public purposes. Under the Act, DASNY provides a multitude of services in various forms in connection with the design, construction and financing of capital facilities for State University of New York, including dormitories, educational facilities and Community Colleges; City University of New York Senior and Community Colleges; facilities for the Office of Mental Health, Office of People with Developmental Disabilities, and Office of Alcoholism and Substance Abuse Services; Boards of Cooperative Educational Services; Cities and Counties with respect to Court Facilities and combined occupancy structures, as defined by law; the Department of Education of the State of New York with respect to certain facilities under its jurisdiction; other State and local governmental entities; independent colleges and universities; facilities for the aged; certain not-for-profit hospitals and nursing homes, as well as a wide variety of other not-for-profit organizations specifically described in the Act.

For many of its public client projects, DASNY provides a complete array of project management services including design and construction phase management, consultant and contractor selection and award, contract administration and financial management, payment services and reporting. At the close of FY 2017-18, DASNY had a total construction workload of 932 full and modified services projects valued at over $6 billion. Expenditures on projects for which DASNY provided full services during FY 2017-18 totaled $856.5 million.

1.2 Purpose

DASNY issues this Request for Qualifications (RFQ) seeking a responsive Statement of Qualifications ("SOQ") from software vendors who offer Construction Project Management Systems. DASNY is seeking to replace Primavera Contract Management (PCM), its current Project Management Information System (PMIS) to support its clients and services. Since PCM has reached end of life, DASNY is seeking a supportable Cloud-based solution with extended capabilities such as workflows, enhanced document management, mobility, and owner focused cost/contract management in addition to the capabilities PCM already provides. DASNY has 650 users in both local and remote locations (150 DASNY, 500 contractors and consultants).

The Cloud-based solution can either be Software-as-a-Service (SaaS) or hosted.

DASNY's goals to improve PMIS functionality include:

- Team collaboration in a single owner centric system to manage projects across multiple clients and project types from initiation through planning, procurement, construction to closeout;
- Configurable workflows that track responsibility, status, and action dates which are easily audited;
- Substantial reduction of the DASNY in-house application footprint;
- Enhancement of mobility and reporting capabilities;
- Improvement of the integration capabilities with JD Edwards World and third-party solutions;
- Centralization and organization of document management to allow all users to quickly access project information.

Specific requirements/services include, but not limited to, the following:

The solution must be owner rather than contractor centric and provide a structure for navigation, reporting, and security that accommodates DASNY clients, programs, projects, and project phases. External users include: clients, general contractors, design professionals, construction consultants, and potential vendors.

Document management must be provided for individual projects and programs using a folder structure and metadata. It must allow digital signatures that require a certificate of authority such as a windows digital signature certificate, DocuSign®, or equivalent. The proposed PMIS must provide a ball-in-court methodology to track workflow status of DASNY's existing document processes including but not limited to: Notice to Proceed, Request for Information, Submittal Package, Submittal, Non-Compliance, Safety Report, Punch List, Daily Report, Notice of Substantial Completion, and Commitment Closeout Checklist.

The solution must provide workflows to automate processes to review and approve action items and documents which are linked to the document management system. Application administrators must be provided the ability to create and modify workflows without customized programing. Typical workflow capacities such as configurable forms, serial and parallel routing, action assignment, due dates, and email notifications are expected.

A mobile application must be provided for users to access, review, create, edit, and upload records and files. The proposed PMIS should synchronize forms and documents from the system to a mobile application, allow the user to work offline, then synchronize the offline work to the system once a connection is available.

The proposed PMIS must provide modules for contract and cost management including modules such as: Funding, Funding Change, Budget, Budget Change, Contract, Work Authorization (Task Order), Change Order, Internal Cost, Forecast, and Payment. These modules must feed a Cost Worksheet with rows grouped by flexible cost codes and columns derived from cost record information and formulas which allow users to view and compare cost information. The ability to configure cost validation rules must be provided. For example, the payment request cannot exceed the contract value. The ability to link cost records between modules must be provided. For example, change orders and payments must be linked to their associated contract. The proposed PMIS must offer API interface to integrate with DASNY's financial system (JD Edwards World).

The proposed PMIS must be able to manage multiple types of construction and professional contracts including: Master Contracts with Work Authorizations (Task Order), Lump Sum Contracts, and Contracts with Bid Items. It must allow the assignment of Work Authorizations from multiple projects to a single master contract. Users must be able to initiate and process Work Authorizations with data including project description, scope of work, deliverables, unit of measure, attachments, and planned completion date.

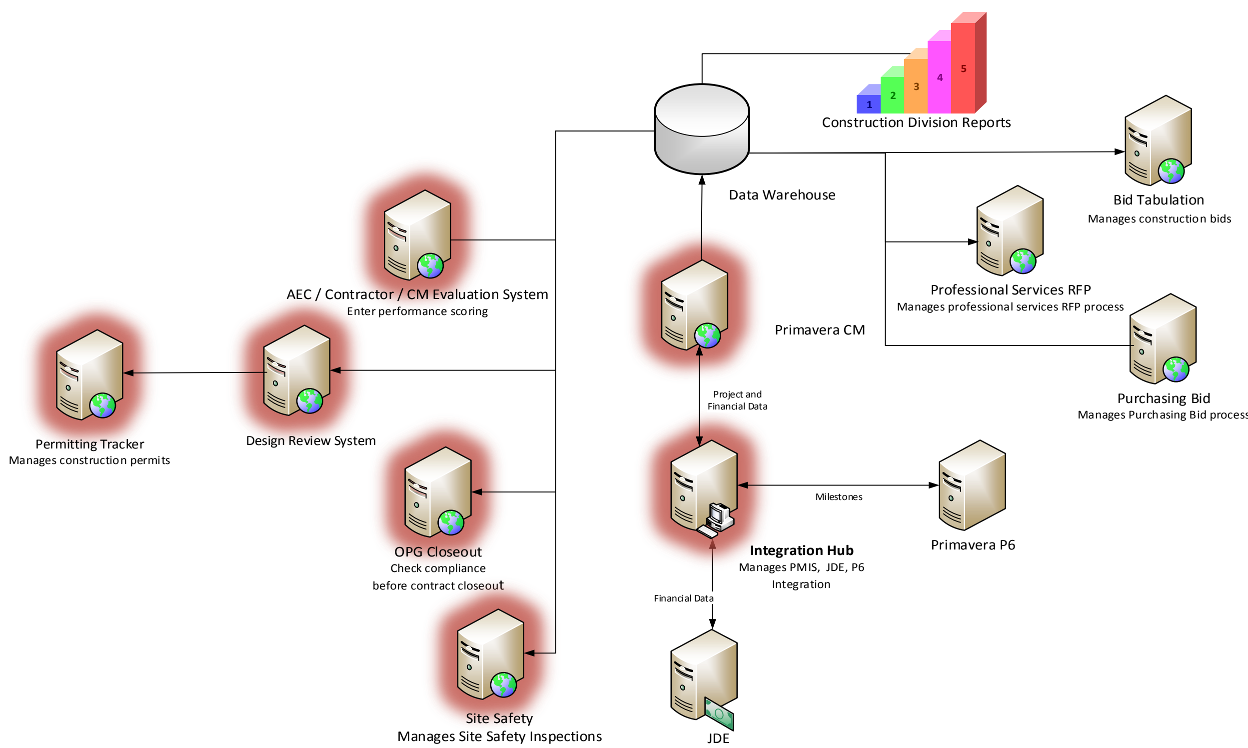
The proposed PMIS must be able to initiate the change order process by internal or external users and track electronically from request through completion using a predefined workflow configuration. Change orders must be able to be created from other cost generating documents such as RFIs, Submittals, and Directives.

The PMIS must allow external contractors/consultants to submit payment requisitions through the system. A summary of the contract billing status must be displayed on screen including: amount this period, total to date, percent complete, and balance to finish by line item. The PMIS must provide an electronic approval process which routes the request based on workflow and levels of approval.

The scheduling module must provide the ability to import project schedules into the system from Microsoft Project and Primavera P6 using native format. The proposed PMIS should allow management and deployment of schedule templates with standard tasks and durations to projects. It should also allow users to establish and compare baseline project schedules to actual progress.

1.3 Additional Information

Approximately 1750 active projects must be migrated from PCM to the new PMIS system. The selected Vendor is expected to migrate all active project records with associated documents and current summary financial data from PCM to the new PMIS system. This includes: the complete contract header and current schedule of values lines; last records such as last Payment Requisition; and all in-flight actions. As functionality of in-house applications is replaced by the new PMIS, migration of data from five systems is anticipated, see diagram below: Performance Evaluation System, Design Review, Permitting Tracker, Site Safety, and Opportunity Programs Group (OPG) Closeout. Likewise, integrations between PCM and DASNY systems must be replaced during implementation of the new PMIS including: JD Edwards World; Primavera P6, and a small data warehouse that feeds reporting and three in-house procurement applications.



1.4 Key Events and Dates

Responses to the RFQ are due in accordance with the schedule provided below. This schedule is firm unless DASNY changes the dates in an Addendum in writing that will be posted to DASNY's website at www.dasny.org. Respondents are solely responsible for obtaining all such changes to the submission schedule or other supplemental instructions and any interpretations and supplemental instructions that may have been issued, as well as acknowledging receipt of any interpretations and supplemental instructions that are issued.

Event	Date	
Issuance of RFQ	07/24/18	
Deadline for RFQ Questions	08/07/18	(5:00 p.m.)
Post Responses to RFQ Questions	08/14/18	
SOQ Due Date	09/14/18	(5:00 p.m.)
Selection of Shortlisted Teams (not earlier than)	10/02/18	
RFP issued to Shortlisted Teams (anticipated)	10/18/18	
RFP Proposals Due (anticipated)	11/19/18	

1.5 Procurement Structure

DASNY shall use a two-step selection process for the Project consisting of (1) this RFQ and (2) a subsequently-issued Request for Proposal (RFP).

The Statement of Qualification (SOQ) submittal, evaluation, and selection processes are defined herein. DASNY intends, but is not bound, to shortlist three or four Vendors depending on the submittals received; provided, however, DASNY reserves the right to increase or decrease the number of shortlisted firms if deemed necessary.

The shortlisted Vendors will be provided with a RFP from which to respond. All Vendors will be notified upon completion of the selection process.

Throughout this RFQ, we may refer to the Vendor as “Respondent” or “Recipient” depending on the context.

Section 2 – Engagement Requirements

2.1 System Requirements

The preferred solution will meet or most closely achieve the following system requirements:

2.1.1 General

- 2.1.1.1 Deployed as a Cloud-based solution using either Software-as-a-Service (SaaS) or hosting.
- 2.1.1.2 Accommodates a minimum of 650 users in both local and remote locations. (150 DASNY, 500 contractors/consultants).
- 2.1.1.3 Allows the management of an unlimited number of projects at one time without degradation to system performance. Note: DASNY currently has 3795 projects in PCM, 1569 of which are financially active.
- 2.1.1.4 Provides capability to store a total of 2 TB of project related files.

2.1.1.5 Available for customer/staff usage 24 hours a day, 7 days a week.
2.1.1.6 Customer support available 24 hours a day, 7 days a week.
2.1.1.7 Supports Intel and AMD based desktop and laptop systems using Microsoft Windows and Apple iOS.
2.1.1.8 Provides mobile apps for Windows, iOS, and Android.
2.1.1.9 Web application compatible with Chrome and Internet Explorer, and does not require code installation on workstations.
2.1.1.10 Ad hoc reporting and user-defined dashboard construction capabilities.
2.1.1.11 Integration with an electronic signature product (like DocuSign®).

2.2.1 Integration

2.2.1.1 Interfaces with third party applications through Web Services, API's, or ODBC.
2.2.1.2 API interface to be used to integrate to DASNY's financial system (JD Edwards World). Anticipated integration points are: Projects, Vendor, Funding, Contract, Change Orders, Purchase Orders, Invoices, Payments.
2.2.1.3 Ability to run scheduled batch jobs to push/pull data to/from other systems.
2.2.1.4 Provides customizable business rules.
2.2.1.5 Integration is able to run different processes on different schedules. Individual integration process is able to run at a scheduled date/time or interval. Minimum expected interval is 10 minutes.
2.2.1.6 Can be integrated with an Enterprise Content Management System (ECMS).

2.3.1 Migration

2.3.1.1 Ability to convert current PCM data into new product's database.
2.3.1.2 Ability to migrate validated data using common format such as CSV.
2.3.1.3 Ability to migrate records, documents, and metadata from external systems including File Shares, Custom Applications (that house design reviews, submittal data, site visits, safety reviews, contract performance metrics, status of MWBE goals, project closeout information), and financial system (JD Edwards World).

2.4.1 Security

2.4.1.1 Maintains detailed activity logs to keep an audit trail of all changes to project data including, automated logging of time, date, and user stamps.
2.4.1.2 Application should support role-based security.
2.4.1.3 Ability to allow staff to maintain and track user access, password maintenance, and user capabilities.

2.4.1.4 Vendor must restrict access to DASNY's confidential information to its employees by enforcing the principles of least privilege, and separation of duties. Includes capabilities to create and manage access levels based upon role and user type.

2.4.1.5 The Vendor must provide a strong password policy.

2.4.1.6 At any point during this contract or in the event of termination of this contract for any reason, DASNY must receive a complete extract of all data and referenced files (e.g. W9 forms) stored on the cloud-based application. The integrity of the data and referenced files must be maintained in the extracts. The data must be provided in a commonly used electronic format, and it will be kept by the Vendor until full migration of the data to another provider is completed.

2.4.1.7 Ability to perform audit reviews of access logs including activity such as successful login attempts, failed login attempts, successful password resets, failed password reset attempts, and account lockout status must be captured along with the IP address associated with the activities.

2.4.1.8 Upload and download of data must be performed by using an encrypted and secured connection. Appropriate encryption methods for data in transit include, but are not limited to, Transport Layer Security (TLS) 1.2 or later, Secure Shell (SSH), SFTP.

2.4.1.9 Availability of assets must be provided, and business continuity plans must be produced, maintained, and tested. To prevent loss of availability of DASNY resources, measures must be taken to backup data, applications, and server configurations.

2.4.1.10 The Vendor must maintain 24/7 monitoring to be able to respond to security events, intrusion attempts, and/or issues on the infrastructure that host DASNY data.

2.4.1.11 The Vendor must have physical controls in place to protect DASNY's systems, data, and the data center. Access to those assets must be restricted to authorized personnel only, and they must be secured and properly monitored to prevent damage and/or theft. The Vendor must validate the physical controls on an ongoing basis.

2.4.1.12 Data sanitation and secure disposal of media which contains DASNY information will need to follow the NYS Sanitation/Secure Disposal Standard NYS-S13-003.

2.4.1.13 Integrity of assets must be maintained. DASNY data cannot be altered in any form or shape as originally submitted by the users. DASNY data belongs to DASNY and cannot be modified or copied with the intent of being used for private use.

2.4.1.14 An enterprise, leading-edge anti-virus application must be installed on all servers which host DASNY data.

2.2 Preferred Requirements

The following system requirements are preferred but are not mandatory.

1. Available annual system upgrades ensuring product continuity for 10-year period.
2. Regional (Northeast) user groups and Vendor annual user conference.
3. Ability to manage project data through a Firefox browser without requiring code to be loaded on the device.
4. Provides Single Sign-On using an industry standard such as AD, ADFS, SAML.
5. Provides options for Multi Factor Authentication.
6. Provides a strategy for implementing a document retainage schedule.
7. Provides field level security.

2.3 Freedom of Information Law and Public Disclosure

This RFQ and all information submitted in response to this RFQ constitute “records” subject to disclosure pursuant to the New York State’s Freedom of Information Law (Public Officers Law, Article 6, § 84-90, the “FOIL Law” or “FOIL”). DASNY is required to make its records available for public inspection or copying, except to the extent that those records fall within one or more grounds for denial set forth in §87(2) of the FOIL Law. DASNY may deny access to parts of an SOQ and/or parts of a successful Respondent’s contract (that Respondent may consider to “trade secrets”) if disclosure would cause substantial injury to the competitive position of the subject enterprise. It is the responsibility of the firm to consult an attorney with any questions they have regarding this Law.

Section 3 – Content of Statement of Qualifications

3.1 Information to be provided by Respondent in the SOQ

The following is a list of required information that must be provided by the Respondent. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered tabs below. Your SOQ must contain sufficient information to assure DASNY of its accuracy.

Tab 1. **Transmittal Letter** including the following items**:**

a. The contact name, title, telephone number, fax number and email address of the individual for the Respondent who will be DASNY’s primary contact concerning this RFQ.

b. A statement to the effect that the Respondent is willing to complete the Project scope of work as identified in Section 2.1, above, and will abide by the terms of the RFQ, including all attachments.
c. The Transmittal Letter must be signed by the individual(s) authorized to contractually bind the Respondent. Indicate the title or position that the signer holds for the Respondent. DASNY reserves the right to reject an SOQ that contains an unsigned Transmittal Letter.

Tab 2. **Company Information** including the following information:

a. Company History.
b. Number of Employees.
c. Financial Viability Assessment form, included in this RFQ as an attachment.

Tab 3. **References**

Provide project summaries along with three (3) references of similar implementations with organizations in the Northeast region comparable to DASNY.

Tab 4. **Staffing Plan** that includes the following information:

a. The names and titles of project leads and/or subcontractors to be assigned to the Project.
b. The number of years each employee has worked with the Respondent's firm, if applicable.
c. The current resume(s) and listing of recent projects completed by the proposed employees.

Tab 5. **Software** that includes the following information:

a. Details on the product's capabilities that meet the system requirements listed in subsection 2.1.1 General Requirements section.
b. Software description and features.
c. Road Map that describes future enhancements and commitment to the current solution.
d. License and maintenance cost model.

Tab 6. **Disaster Recovery (DR) Capability for Business Continuity**

Describe the DR plan with anticipated downtime to restore data integrity.

Tab 7. **Data Integration** that includes the following information:

a. Details on the ability to meet the integration requirements listed in subsection 2.2.1 Integration of the System Requirements section with an explanation of how these requirements will be met.
b. List third party applications that have pre-built integrations.

Tab 8. **Data Migration**

a. Details on the ability to meet the migration requirements listed in subsection 2.3.1 Migration of the System Requirements section with an explanation of how these requirements will be met.

b. Propose options for archiving closed projects (data) in Contract Manager.

Tab 9. **System Security**

Provide details on the ability to meet the security requirements listed in subsection 2.4.1 Security of the System Requirements section with an explanation of how these requirements will be met.

Tab 10. **Preferred Requirements**

As applicable, describe how the preferred requirements listed in the Preferred Requirements section will be met.

Tab 11. **Implementation Approach**

Provide a proposed project implementation approach, including a typical project schedule. The plan should address all key phases including, but not limited to, project planning, installation, configuration, data migration, testing, rollout, training, and support.

Tab 12. **Training and Documentation**

Describe your proposed training program for application administrators and users along with documentation that is included (i.e., training manuals, technical manuals, user guides, data element dictionary, and context-sensitive online help text with customizable screens.

Tab 13. **Acceptance Testing**

Describe your methodology for acceptance testing and the criteria to be used for final system acceptance (after installation, testing and “go-live”).

Tab 14. **Support Methodology** that includes the following information:

a. Support methods (options available to report, track, and troubleshoot incidents)
b. Service Level Agreements
c. Support Hours

Tab 15. **Product Matrix Capabilities Questionnaire**

Complete the Product Matrix Capabilities Questionnaire, included in this RFQ as an attachment.

In the Response column, select one of the following:

- Out of the Box – the feature is immediately available upon provisioning.
- Configuration – This feature is configured using a user interface and is typically protected during upgrades through backwards compatibility.
- Custom – This feature is only available through customization such as programming or scripting. Care must be taken to preserve customizations during upgrades. In the comments, describe the customization effort.
- Addon, in the comments, provide addon product information.
- Does not meet.

In the Comments column, optional information may be provided that the Respondent deems necessary regarding how the proposed solution meets the requirement. For Custom or Addon selections in the Response column, comments are required.

Tab 16. **Additional Information**

Respondents may use this section to include additional information about their products and services not covered in other sections of this RFQ. Example may include:

- Published case studies
- Conference information
- Newsletters
- Documentation

Tab 17. **Diversity Questionnaire**

Provide a completed Diversity Questionnaire, included in this RFQ as an attachment. It is the goal of DASNY to use qualified firms that have a demonstrated history of hiring, training, developing, promoting, and retaining minority and women staff and to encourage participation by certified MWBE firms. This questionnaire elicits information about each responding firm to verify that its work environment demonstrates a strong commitment to diversity and diversity inclusion in the Respondent's team.

Tab 18. **Freedom of Information Law and Public Disclosure**

Should you feel your firm's SOQ contains any such trade secrets, other confidential or proprietary information or is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must detail the information that should be exempt and the reason such information should be exempt. DASNY will not honor any attempt, by a firm, to omit its entire proposal from disclosure.

Section 4 - Evaluation of the Statement of Qualifications:

SOQs shall undergo an evaluation process conducted by an Evaluation Committee. The Evaluation Committee will evaluate the SOQs based upon the criteria for selection as set forth in this RFQ. Selection of the successful Vendor to the RFP is contingent on reaching an agreement on contract negotiations.

4.1 Preliminary Review

The criteria identified below will be used by the Evaluation Committee in reviewing the SOQs in order to achieve the desired shortlist of Vendors. All of the identified criteria are all significant, but are listed in descending order of importance.

- Product's ability to satisfy the requirements and system integration capability (API interface)
- Data migration capability and approach
- Project Team, Key Personnel, Organization, and Processes, including Approach, and Experience
- Implementation approach

Section 5 – Submission of Statement of Qualifications

5.1 Submission of Statement of Qualifications

Three (3) hard copies in three-ring binders, each containing an electronic copy of your SOQ stored on a thumb-drive/flash drive. The Respondent's full submission shall be submitted on or before 5:00 p.m. on September 14, 2018 to:

Nicole White
RFP Coordinator
515 Broadway
Albany, New York 12207-2964

Statement of Qualifications received after this date will not be considered.

Section 6 – Important Information Affecting Respondents

6.1 Statement of Qualifications Requirements

1. All inquiries regarding this RFQ should be addressed to the following individual:

    Nicole White
    Email: RFPCoordinator@dasny.org

All questions must be submitted by email to the RFP Coordinator by August 7, 2018, at 5:00 p.m. E.S.T. to be considered by DASNY, and are to be resolved prior to the submission of a response to this RFQ. A list of all substantive inquires received with relevant responses will be posted on DASNY's website at www.dasny.org. Respondents are solely responsible for obtaining all such interpretations and supplemental instructions that have been issued.

2. A Respondent may withdraw an SOQ any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 5.1, above. The SOQ may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.

3. If a Respondent discovers an ambiguity, conflict, discrepancy, omission, or other error in this RFQ, the Respondent should immediately notify the contact person identified in Section 5.1, above. Notice of such error or omission should be submitted prior to the final due date and time for submission of SOQs. Modifications shall be made by addenda to this RFQ.

4. If a Respondent fails, prior to the final due date and time for submission of SOQs, to notify DASNY of a known error or an error that reasonably should have been known, the Respondent shall assume the risk of proposing. If awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its late correction.

5. A Respondent indicates its acceptance of the provisions and conditions enumerated in this RFQ by submitting an SOQ.

Based on the information received, the firms deemed most qualified by review of their respective RFQ's will be shortlisted and issued a Request for Proposal (RFP). Once selected, the shortlisted firms will be posted on DASNY's website, www.dasny.org.

Section 7 – Attachments

ATTACHMENT 1

FINANCIAL VIABILITY FORM

Please double-click the below icon to access the Financial Viability Risk Assessment Form

Financial Viability
Risk Assessment For

ATTACHMENT 2

PRODUCT MATRIX CAPABILITIES QUESTIONNAIRE

Product Matrix Capabilities Questionnaire

ID	Requirement	Response	Comments
1	Assembles groups of drawing records into sets.		
2	Tracks drawings and specification approvals, rejections, and revisions.		
3	Maintains a list of pre-requisites that need to be met prior to construction such as environmental review, ROW acquisition, utility relocation, and external funding.		
4	Tracks, updates, approve Permits and provides extensions.		
5	Manages the inspection schedule and track issues.		
6	Approves and prints Temporary Approval of Occupancy (TAO) and CCC (Code Compliance Certificate) Certificate of Occupancy.		
7	Provides modules for construction management including modules such as: RFI, Submittal Package, Submittal, Non-Compliance, Safety, Punch List, Daily Report.		
8	Replicates existing DASNY forms in library including, Application for Payment, Notice to Proceeds, Change Order, Notice of Substantial Completion, Commitment Closeout Checklist.		
9	Allows for Bulletins and ASI documents for design professional use to be captured in a Notices/Correspondence module.		
10	Ability to document, submit, route, review, and respond electronically when requests, directives, and reviews are submitted.		
11	Tracks the request for information process including questions, answers, costs, and link to subject drawings or specifications.		

12	Creates submittals and submittal packages with links to corresponding documents.		
13	Tracks submittal packages through the approval process and allows for multiple and concurrent approvals and re-submissions.		
14	Ability to group two or more submissions and route the submittal package through a defined workflow routing process.		
15	Provides tool to allow the design professional the ability to load submittal requirements in mass entry in lieu of one by one loading.		
16	Ability to copy and paste repeat punch list items.		
17	Ability to search and sort punch list items as well as ability to filter by Trades.		
18	The submission details can only be edited by the submitter. All additional comments including verification, resolution, and confirmation are expected to occur as part of a workflow process. Any changes must be provided in an audit log.		
19	Prepares and tracks non-compliance notices.		
20	Prepares and tracks safety notices.		
21	Captures and processes field observations including: location, time, inspector, weather conditions, task observation, workers, materials, visitors, etc.		
22	Replicates previous report with fields already completed. Or, have "memory" of previously inserted words for quick completion.		
23	Ability to access, view and edit records and files when personnel are onsite during a project.		

24	Provides mobile applications the ability for users to review, edit, and upload project information when onsite at a project.		
25	Synchronizes forms and documents from the system to a mobile app, work offline, then synchronizes the offline work to the system.		
26	Ability to create and use a unique "Dictionary" feature for bldg./floor/room location codes to create report options available at field sites within a projects Inspection Module (or similar) area.		
27	Uploads photos from iPhone etc.		
28	Provides modules for project management including modules such as: Project Information, Schedule, Meeting Minutes, Action Items, Issues, Correspondence, and Transmittals.		
29	Records project information using system and user defined fields such as: Title ID, description, status, location, client agencies, program, design manager, construction manager, project manager, notice to proceed, project completion, etc.		
30	Allows user to define roles and team members for each project.		
31	Permits management and deployment of schedule templates with standard tasks and durations to projects.		
32	Imports project schedules into the system from Microsoft Project and Primavera P6 using native format.		
33	Permits users to schedule and assign responsibility for tasks.		
34	Allows users to assign relational logic to tasks.		
35	Rolls-up subtasks into summary tasks.		
36	Allows users to progress tasks.		

37	Allows users to establish and compare baseline project schedules to actual progress.		
38	Links schedule tasks to system records such as submittals and contract schedules of values.		
39	Sends electronic notification letters to consultants, contractors, and other interested parties.		
40	Creates distribution lists to send transmittals to all interested parties.		
41	Creates and tracks meeting minutes, attendees, non-attendees, dates, topics, and responsibilities.		
42	Replicates previous meeting minutes with fields already completed. Or, have "memory" of previously inserted words for quick completion.		
43	Tracks the progress and results of action items.		
44	Links records and documents to an item warranting follow up.		
45	Logs all incoming and outgoing correspondence, including dates, contacts, companies, etc.		
46	Ability to customize contact name and contact information including email address.		
47	Archives documents upon project completion.		
48	Maintains multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.		
49	Ability to define a turn-over checklist for each project within the system and then to monitor and track completion of activities on the turn-over list.		
50	Provides a review and approval of project closeout requests.		

51	Identifies projects lacking financial activity for a user defined period for possible closeout.		
52	Supports closing of subprojects, phases, and tasks within an open project.		
53	Allows multiple projects or project WBS structures to be closed by an authorized user at the same time.		
54	Closes projects partially (for example restricting future charges) or completely.		
55	Ensures and provides a means for verifying any archive procedure does not affect total balances.		
56	Ensures and provides a means for verifying any purge procedure does not affect total balances.		
57	Automates restoration archived data for a closed project.		
58	Automates purge data for closed projects which can only be initiated by an authorized user.		
59	Automates archive of data for closed projects which can only be initiated by an authorized user.		
60	Provide a workflow to support approval of re-opening a project.		
61	Allows the user to specify and control the project closing process through user defined tables and security roles at the agency level.		
62	Provides modules for contract and cost management including modules such as: Cost Worksheet, Funding, Funding Change, Budget, Budget Change, Contract, Work Authorization, PCO, Change Order, Internal Cost, Timesheet, Forecast, and Payment.		
63	Allows users to view and compare cost information in tabular Cost Worksheet with rows grouped by cost codes and columns derived		

	from cost record information and formulas.		
64	Provides flexible cost code fields.		
65	Records and tracks costs by phase.		
66	Links costs between cost modules. For example, change orders and payments to contracts.		
67	Establishes and maintains multiple user-defined custom expenditure models (i.e. cash flow curves).		
68	Includes a forecasting module to project and manage funding, commitments, and actuals, and forecasted costs based on planned activity at both the project and program levels.		
69	Helps identify potential overruns.		
70	Sets cost validation rules. Examples include: contract cannot exceed funding, payment cannot exceed contract, payment line cannot exceed SOV line.		
71	Captures summary project funding information from the financial system.		
72	Increases or decreases funding by requesting in the PMIS, approving in the financial system, and returning change to the PMIS.		
73	Establishes and tracks project budgets against funding sources and expenditures.		
74	Tracks budget amounts against actual quantities, man-hours, and workdays.		
75	Reallocates budget by requesting in the PMIS, approving in the financial system, and returning change to the PMIS.		
76	Manages multiple types of construction and professional contracts including: master		

	contracts with Work Authorizations, lump sum, and units.		
77	Tracks dates including LOI dates, contract award dates, notice to proceed dates, and completion dates.		
78	Permits the assignment of multiple projects to a single contract.		
79	Electronically processes change orders initiated by external or internal users from request through completion with user-defined workflow routings.		
80	Creates change orders from other cost generating documents such as RFIs, Submittals, Directives, etc.		
81	Records history of change orders to include the estimate, proposal, and the approved amounts.		
82	Tracks revised contract amounts and time extensions within change orders.		
83	Ability to add multiple lines to the SOV from the Change Order.		
84	Captures incidental costs to projects from the financial system without a formal commitment.		
85	Tracks internal costs to projects.		
86	Records and processes billings received from internal departments.		
87	Captures time spent on project tasks. This is for summary reporting rather than time entry.		
88	Provides a forecasting component that includes formulas and manual entries.		
89	Tracks disputed work using a technique such as a flag or Change Type.		
90	Tracks actual quantities per line item for earned value analysis.		

91	Allows submission of invoices/progress payments based on approved contract and change orders.		
92	Allows external consultants to submit payment requisitions through the system.		
93	Allows users to apply payment requisition to a pre-determined schedule of values.		
94	Tracks the consultant/contractor various insurance policies.		
95	Calculates payment amounts based upon percent of work completed for lump-sum contract lines.		
96	Calculates payment amounts based upon units installed for unit contract lines.		
97	Displays on screen a summary of the contract billing status including: amount this period, total to date, percent complete, balance to finish, etc.		
98	Provides future ability to allow retainage and the partial release of retainage to be tracked and displayed on invoices.		
99	Make electronic approval process for payments process and levels of approval and change orders (change orders both going to DASNY Cost Control then onto the Project Manager) Use current authorized approvers list.		

100	1) Automatic pencil copy once the payment is certified in CM so that they don't have to wait and reach out 2) Pencil copies in a fillable format, sending PDF out and having them print in fill in and scan and send back doesn't make sense 3) Automatically add amendments and change orders to a payment application so we don't have to do blank requisitions 4) Print from the screens instead of emailing the document to yourself and having to print from your email 5) Not clearing integration every time you make a change or remember which ones you have to and don't have to.		
101	Imports multiple line SOV using a formatted spreadsheet.		
102	Allowing the contractor to adjust/submit a payment request based of schedule of values, and then having project manager approve/reject, would be a great efficiency.		
103	Allows entry of start and end period dates.		
104	Provides cloud-based document management using a folder structure and metadata grouped by project or program.		
105	Ability to upload, download, view, review, and manage data files such as digital photos, CAD/BIM files, design drawings, MS Office documents and PDFs.		
106	Ability to attach Microsoft Office files including Word, Excel, PowerPoint, and Microsoft Access databases, Microsoft Project, Primavera P6, PDF, Visio, sound, video, and design.		
107	Supports attachment of file size up to 300 MB and explain how to manage bigger file sizes.		

108	Provides capability to store a total of 2 TB of project related files.		
109	Allows all documents to be linked to all system records.		
110	Provides a folder structure template that can be deployed to projects.		
111	Provides role and user based permissions for folders and individual documents.		
112	Provides document auditing to identify user and date of creation and modification.		
113	Ability to restore a deleted document, commonly referred to as a recycle bin.		
114	Provides version control with the latest version on top but also allowing you to see the history.		
115	Allows documents to be copied and moved from one folder to another and from one project to another.		
116	Routes documents through a workflow.		
117	Prevents changes to documents during the review/approval process.		
118	At the completion of a workflow, the system automatically files a PDF of completed records in the document structure.		
119	Provides a viewer for common Office and Construction documents.		
120	Ability to redline and annotate PDF documents.		
121	Emails a document or link to project participants.		
122	Provides an audit trail of the 'sent history' of all documents that were e-mailed.		
123	Places documents on legal hold. Currently individuals are required to copy these documents to a shared drive.		

124	Provides a strategy for implementing a document retainage schedule.		
125	Manages project requests.		
126	Assigns a unique identifier when an item has been identified to be a project.		
127	Groups projects by selected criteria.		
128	Ability to develop project portfolios for comparison and approval based on prioritization of scoring criteria including: strategic objectives, funding, patronage, cost, business need, available resources, etc.		
129	Available for customer/staff usage 24 hours a day 7 days a week.		
130	Supports Intel and AMD based desktop and laptop systems using Microsoft Windows and Apple iOS.		
131	Provides mobile apps for: Windows, iOS, and Android.		
132	Ability to manage project data through different browsers: Internet Explorer, Google Chrome, and Firefox without requiring code to be loaded on the device.		
133	Includes high-level view of critical information, as appropriate to each unit or user.		
134	Includes a list of all action items for the user.		
135	Allows users to configure a personal dashboard.		
136	Allows application administrators to configure and deploy shared dashboards.		
137	Deployed as a Cloud based solution using either Software-as-a-Service (SaaS) or hosting.		
138	Integration with an electronic signature product (like DocuSign®).		
139	Interfaces with third party applications through Web Services, API’s, or ODBC.		

140	API interface to organization's financial system (JD Edwards World). Anticipated integration points are: Projects, consultant/contractor, Funding, Contract, Change Orders, Purchase Orders, Invoices, Payments.		
141	Ability to run scheduled batch jobs to push/ pull data to/from other systems.		
142	Provides customizable business rules.		
143	Integration is able to run different processes on different schedules. Individual integration process is able to run at a scheduled date/time or interval. Minimum expected interval is 10 minutes.		
144	Can be integrated with an Enterprise Content Management System.		
145	Ability to convert current Primavera Contract Management data into new product's database.		
146	Ability to migrate validated data using common format such as CSV.		
147	Ability to migrate records, documents, and metadata from external systems including File Shares, Custom Applications (that house design reviews, submittal data, site visits, safety reviews, contract performance metrics, status of MWBE goals, project closeout information), and Financial System (JD Edwards World).		
148	Provides standard reports for all modules.		
149	Provides customized reports for individual records. Anticipated number is 12 including modules such as: Project Intake, Funding, Contract, Change Order, Payment, Non-Compliance, Meeting Minutes, Daily Reports, Schedule.		

150	Provides customized report logs. Anticipated number is 6 including modules such as Project Intake, Action Items, Non-Compliance, Punch List, Design Review, Submittal Package.		
151	Provides customized, complex reports where data is combined across modules and projects. Anticipated number is 4 including project costs grouped by cost code; monthly project report with project status, milestones, and cost; quarterly report; and project assignments.		
152	Allows users to export data in common formats such as Adobe PDF, Microsoft Excel, Microsoft Word, and HTML throughout the system.		
153	Allows for the querying and reporting across groups of projects, programs, and modules.		
154	Ad hoc reporting and user-defined dashboard construction capabilities.		
155	Can automatically run and email reports to specified recipients on a schedule.		
156	Allows users to run reports based on filters such as status, project identifier, and date range.		
157	Ability to design and run configurable reports including data from the system, charts, diagrams, pictures.		
158	Ability to generate reports on user status and activity.		
159	Provides an industry standard report writer such as SSRS, Crystal reports, BI Publisher.		
160	Accommodates a minimum of 650 users in both local and remote locations. (150 DASNY, 500 Contractors/Consultants).		

161	Allows the management of an unlimited number of projects at one time without degradation to system performance. Note: We currently have 3795 projects in CM. 1569 are financially active.		
162	Ability to search and sort data by contract, contractor, project, date and /or location.		
163	Ability for users to perform keyword searches within any level.		
164	Ability to search attachments.		
165	Maintains detailed activity logs to keep an audit trail of all changes to project data including, automated logging of time, date, and user stamps.		
166	Application should support role-based security.		
167	Ability to allow staff to maintain and track user access, password maintenance, and user capabilities.		
168	Vendor must restrict access to DASNY's confidential information to its employees by enforcing the principles of least privilege, and separation of duties. Includes capabilities to create and manage access levels based upon role and user type.		
169	The Vendor must provide a strong password policy.		
170	At any point during this contract or in the event of termination of this contract for any reason, DASNY must receive a complete extract of all data and referenced files (e.g. W9 forms) stored on the cloud based application. The integrity of the data and referenced files must be maintained in the extracts. The data must be provided in a commonly used electronic format, and it will be kept by the Vendor until full		

	migration of the data to another provider is completed.		
171	Ability to perform audit reviews of access logs including activity such as successful login attempts, failed login attempts, successful password resets, failed password reset attempts, and account lockout status must be captured along with the IP address associated with the aforementioned activities.		
172	Upload and download of data must be performed by using an encrypted and secured connection. Appropriate encryption methods for data in transit include, but are not limited to, Transport Layer Security (TLS) 1.2 or later, Secure Shell (SSH), SFTP.		
173	Availability of assets must be provided and business continuity plans must be produced, maintained, and tested. To prevent loss of availability of DASNY resources, measures must be taken to backup data, applications, and server configurations.		
174	The Vendor must maintain 24/7 monitoring to be able to respond to security events, intrusion attempts, and/or issues on the infrastructure that host DASNY data.		

175	The Vendor must have physical controls in place to protect DASNY's systems, data, and the data center. Access to those assets must be restricted to authorized personnel only, and they must be secured and properly monitored to prevent damage and/or theft. The Vendor must validate the physical controls on an ongoing basis.		
176	Data sanitation and secure disposal of media which contains DASNY information will need to follow the NYS Sanitation/Secure Disposal Standard NYS-S13-003.		
177	Integrity of assets must be maintained. DASNY data cannot be altered in any form or shape as originally submitted by the users. DASNY data belongs to DASNY and cannot be modified or copied with the intent of being used for private use.		
178	An enterprise, leading-edge anti-virus application must be installed on all servers which host DASNY data.		
179	Provides field level security.		
180	Provides Single Sign-On using an industry standard such as AD, ADFS, SAML.		
181	Provides options for Multi Factor Authentication.		
182	Provides an intuitive and user-friendly environment for all users.		
183	Allows users to configure the system to fit organization needs. Example: screens, forms, reports.		
184	Ability for users to easily copy, cut and paste information from within, to or from the system.		
185	Ability to auto populate from a previous record field. Example: Project Name, Project Number.		

186	Ability to update any field value within the application as an Administrator.		
187	Provides user-defined fields for capturing project attributes. Fields include text, multiple lines of text, currency, dates, dropdowns, numbers etc. Need ability to have text fields up to 1000 characters long.		
188	Allow individual user-defined fields to be segregated so as to only be available for use by certain departments or user groups based on role (and not visible to other departments or user groups).		
189	Provides drop down lists and validation tables on user-defined fields with the values configurable based on project type.		
190	Ability to create new modules.		
191	Provides an automated process to review and approve action items and documents.		
192	Allows application administrators to create and modify workflows without customized programing.		
193	Provides configurable workflows which may be initiated based on role.		
194	Ability to allow assignment of due dates and responsible person(s).		
195	Ability to allow various workflow routing approval options within defined workflow routings: sequential, concurrent, etc.		
196	Ability to customize and modify workflow routing notification settings including custom recipient list, notification verbiage, and date based reminders.		
197	Can spawn one workflow from another.		

198	Ability to track dates for action during the review and approval process.		
199	Ability to provide electronic notification to assignees including a link to the specific item.		
200	Ability to require specific documents before submitting a workflow.		
201	Technical documentation must be provided including: business and technical design documents, integration, test scripts, and system administration.		
202	The Contractor must provide a complete set of current training materials for ongoing new user training.		
203	Training must be made available in person, online (live), recorded, and in digital formats.		
204	The Contractor's qualified instructors must present training for the following levels of proficiency and provide training materials commensurate with these needs on the day of scheduled training. (Approximately, 3 system administration, 12 technical support, and 20 train-the- trainer).		
205	Contractor must provide three months of on-site support after Go Live. You many submit options for continued enhanced support beyond the three months.		
206	Customer support available 24 hours a day, 7 days a week.		
207	Available annual system upgrades ensuring product continuity for 10-year period.		
208	Regional (Northeast) user groups and Vendor annual user conference.		

ATTACHMENT 3

DIVERSITY QUESTIONNAIRE

DASNY
DORMITORY AUTHORITY STATE OF NEW YORK

(I) Company Demographic Profile

	Number of Employees (report employees in only one category)														
	Race/Ethnicity														
			Non-Hispanic or Latino												
	Hispanic or Latino		Male						Female						
Job Categories	Male	Female	White	Black or African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Overall Totals
Executive/ Senior Level Officials and Managers															
First / Mid-Level Officials and Managers															
Professionals															
Technicians															
Sales Workers															
Administrative Support Workers															
Craft Workers															
Operatives															
Laborers and Helpers															
Service Workers															
Total															

(NOTE: proposers can also attach Employer Information Reports EEO-1 for the last 3 years)

(II) MWBE Certification Status

1. Is your company certified as a Minority and/or Woman-owned business enterprise with New York State Empire State Development? Yes or No
   If yes, provide a copy of your certification.
2. If no, list all other jurisdictions and/or certifying bodies that have deemed your company Minority and/or Woman-owned. Also, provide a copy of each certification.
3. If your company has applied for, but has not, as of the issuance of the RFP, been certified as a Minority or Women-owned business enterprise by New York State Empire State Development, you must submit proof of a pending application, including the filing date.

(III) Demographic Profile of Staff Assigned to this Engagement

	Number of Employees (report employees in only one category)														
	Race/Ethnicity														
			Non-Hispanic or Latino												
	Hispanic or Latino		Male						Female						
Job Categories	Male	Female	White	Black or African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Overall Totals
Executive/ Senior Level Officials and Managers															
First / Mid-Level Officials and Managers															
Professionals															
Technicians															
Sales Workers															
Administrative Support Workers															
Craft Workers															
Operatives															
Laborers and Helpers															
Service Workers															
Total															

(IV) EEO Firm Activity

1. Is your company's CEO or Chief Procurement Officer ("CPO") committed to and engaged in the process of diversity business development? Yes or No
   If yes, attach a signed statement from your CEO or CPO.
2. Provide a copy of your company's equal opportunity and affirmative action policy.