State of Connecticut

Request for Proposal #19PSX0065

Cloud-Based Ambient Water Quality Data Management System with Data Migration

Contract Specialist: Gregory Mooney

Date Issued: 2 May 2019

Due Date: 3 June 2019 at 2:00 pm Eastern Time

Department of Administrative Services
Procurement Division
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Guide to Electronic Proposal Submissions

1. **Introduction To BizNet**

   It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

   The BizNet login is: https://www.biznet.ct.gov/AccountMaint/Login.aspx

   **New Companies**: Create an account by clicking the BizNet login link above and then the button on the right labeled “Create New Account”. Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

   **Existing Companies Needing to Update Their Information**: Login to BizNet and select Doing Business with the State and Company Information.

   Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. **Business Friendly Legislation**

   As a result of Public Act 11-229, DAS/Procurement Division’s goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

   DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven’t already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

   **Instructions for Uploading Affidavits and Non-Discrimination Forms:**
   Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms: http://das.ct.gov/images/1090/Upload%20Instructions.pdf

   (a) AFFIDAVITS
THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

(1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification  
(2) OPM Ethics Form 5 – Consulting Agreement Affidavit  
(3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary  
(4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link:  

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

(1) Form A – Representation by Individual (Regardless of Value)  
(2) Form B – Representation by Entity (Valued at $50,000 or less)  
(3) Form C – Affidavit by Entity(RECOMMENDED) (Valued at $50,000 or more)  
(4) Form D – New Resolution by Entity  
(5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:  

3. **Online Proposal Responses**

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form  
- Employment Information Form (DAS-45) – Web Based fillable Form  
- Statement of Qualifications (DAS-14) – PDF Fillable Form  
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form  
- Contract Exhibit B – Price Schedule  
- RFP Addendum (RFP-18) – if applicable
Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal IT Contract (RFP-50IT)
- Contract Exhibit A – Deliverables Document
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. **Insurance Accord Certificates**

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company’s BizNet account and evidencing that the State is an additional insured:

(a) Certificate of Insurance (Accord Form)
(b) The insurance policy declaration page
(c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: [http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions)

*Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.*

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**Overview**

The State of Connecticut Department of Administrative Services (DAS) is issuing this Request for Proposal to solicit proposals for a cloud-based solution to replace an existing Ambient Water Quality database and application solution for the Department of Energy and Environmental Protection.

The State of Connecticut Department of Energy and Environmental Protection (“CT DEEP”) is required to monitor water quality in Connecticut and then report the data to the Environmental Protection Agency (“EPA”). CT DEEP consolidates data from multiple sources into a database which is utilized both as a local repository of water quality data for CT DEEP and also as a mechanism to submit the water quality to EPA per federal requirements.

Currently, CT DEEP maintains the Ambient Water Quality (“AWQ”) database to store data used to evaluate water quality collected by Ambient Monitoring and Assessment staff or provided to CT DEEP from external sources. AWQ is a SQL Server database and contains over 25 years of physical, chemical, biological data and metrics related to water quality from inland waters and Long Island Sound. The majority of data collected directly in the field as well as data received via off-site laboratory analyses are imported to AWQ from flat data files (csv, tsv, and xls). However, not all sources of water...
quality data comply with the importation routines built into AWQ and therefore a subset of the data is stored in a separate Microsoft Access database. All of the CT DEEP data, from both the AWQ and the Access database, must be submitted to EPA through the Water Quality Exchange (WQX) system. Currently, only the AWQ database is able to flow data to the WQX.

CT DEEP seeks to replace the AWQ database and the Access database with a cloud-based Ambient Water Quality (“cAWQ”) solution that will have the capability to house all of CT DEEP’s water quality data, both historical and day forward, and then also flow all of CT DEEP’s water quality data to EPA’s WQX data system. The proposed solution must be COTS with a demonstrated implementation history by other Public Agencies. Specific requirements outside the capabilities of the current COTS solution must be rated on a scale ranging from “minor modification required”, “major customization required”, to “cannot meet the requirement”.

### Instructions to Proposers

1. **Proposal Schedule**

<table>
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<tr>
<td>RELEASE OF RFP:</td>
<td>2 May 2019</td>
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<td>RECEIPT OF QUESTIONS:</td>
<td>10 May 2019, by noon Eastern Time</td>
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<tr>
<td>ANSWERS TO QUESTIONS POSTED AS ADDENDUM:</td>
<td>16 May 2019</td>
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<tr>
<td>RFP DUE DATE:</td>
<td>3 June 2019 at 2:00 pm Eastern Time</td>
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2. **Pre-Proposal Meeting Requirements**

   This RFP contains no pre-proposal meeting requirements.

3. **Questions**

   Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, “Proposal Schedule” and must be directed to the Contract Specialist, Gregory Mooney via email: gregory.mooney@ct.gov.

4. **Communications**

   During the period from your organization’s receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Gregory Mooney via email: gregory.mooney@ct.gov.

5. **Solicitation Submission**

   Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.
Description of Goods & Services Specifications and Additional Terms & Conditions

1. **DESCRIPTION OF GOODS AND SERVICES:**

   I. **cAWQ Requirements**

      a. **cAWQ must** be a cloud-based system hosted and maintained by the contractor securely off site.

      b. **cAWQ must store** physical, chemical, biological data and metrics related to water quality in rivers, lakes and estuaries.

      c. **cAWQ must** support importation, storage, maintenance (view, insert, update, delete), reporting and WQX reporting of all water quality data. Examples of a subset of data files to be imported are provided in Attachment 5.

      d. **cAWQ system must, via automated processes**, flow data to STORET using the WQX XML schema (data flow) through an Exchange Network Node (version 2.1 or most current version).

      e. **cAWQ must allow** CT DEEP to view, insert, update, and delete all water quality data.

   II. **Proposer Requirements**

      a. The contractor must migrate legacy data stored in SQL Server and Microsoft Access databases to the new cAWQ system.

      b. Contractor shall be able to fulfill CT DEEP’s requirement under a Performance Partnership Agreement with the U.S. Environmental Protection Agency (EPA) to flow data using the Water Quality eXchange (WQX) format to the STOrage and RETrieval (STORET) data warehouse.

      c. The contractor shall have experience with the Environmental Information Exchange Network (“EN”) environment and demonstrate an advanced understanding of the data management process.

      d. The contractor must have previous experience working with WQX node implementations of the EN.

      e. Contractor should provide an open source data management system

      f. CT DEEP is also seeking to migrate historical water quality data from the existing AWQ system and from the existing Access Database to the new cAWQ system. See Appendix B for entity relationship diagrams for each database.

      g. The contractor is responsible for ensuring that the data management system meets all applicable data standards and formats for data submission and sharing across the current node (2.1 or most current version) with EPA’s WQX data system.

      h. The contractor must migrate legacy data stored in SQL Server and Microsoft Access databases to the new cAWQ system.
i. The contractor must provide a method for CT DEEP staff to back up a copy of the database locally using SQL Server on a periodic basis.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) P-Card (Purchasing MasterCard Credit Card)

Purchases made by the Client Agency from the Contractor that are less than $1,000 may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(c) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.
Proposal Requirements

1. **Contract Period**

   The State intends that this contract shall be in effect from 1 August 2019 through 1 April 2023.

   DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

2. **Stability of Proposed Prices**

   Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

3. **Amendment or Cancellation of the RFP**

   DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

4. **Proposal Modifications**

   No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

5. **Proposer Presentation of Supporting Evidence**

   Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

6. **Proposer Demonstration of Proposed Services and or Products**

   At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

7. **Erroneous Awards**

   DAS reserves the right to correct inaccurate awards.

8. **Proposal Expenses**

   Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.
9. **Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

10. **Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

11. **Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

### Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. **Applicable Content**

   (a) Proposers solution for CT DEEPs Ambient Water Quality Data Management System

   (b) The degree to which the COTS solution requires customization.

   (c) Plan for migrating historic data to the new data management system. Proposer’s strategy to migrate 100% of the data from the databases. Attachment 4 includes the AWQ and Access database data models

2. **Cost**

   (a) Attachment 3 Product and Pricing Schedule

   (b) Added value

3. **Organizational Experience and Capacity**

   (a) Proposers business experience with providing and implementing an ambient water quality data management solution with data migration.

   (b) Proposers examples of successful implementation for similar ambient water quality projects

   (c) References from individuals who had a similar size and scope ambient water quality project
(d) Financial Stability

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

**Submittal Requirements**

1. **Applicable Content**
   
   (a) Response to Requirements Worksheet (Attachment 2)
   
   (b) Response to level of customization to COTS solution in the Requirements Worksheet (Attachment 2)
   
   (c) Response for a plan for migrating historic data to the new data management system. Proposers strategy to migrate 100% of the data from the databases

2. **Cost**

   (a) Completed Attachment 3 Product and Pricing Schedule

   (b) Highlight other relevant functionality of the proposed system not included in this RFP that could provide cost savings.

3. **Organizational Experience and Capacity**

   (a) Proposers response to business experience with providing and implementing an ambient water quality data management solution with data migration.

   (b) Proposers should provide examples of successful implementation for similar ambient water quality projects

   (c) Proposers should provide three references from individuals who had a similar size and scope ambient water quality project

   (d) Financial Statement or other supporting documentation to prove financial stability.
This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.