

## RFP Preproposal List

Company	Representative	phone number	e-mail
Teraconsult LLC	Pierre Le Roux	9193382683	<a href="mailto:consulting@teraconsult.com">consulting@teraconsult.com</a>
Premirus Corp	Kevin King	4054760974	<a href="mailto:kevin.king@premirus.com">kevin.king@premirus.com</a>
Image API	Scott Lindsay	8502221400	<a href="mailto:slindsay@imageapi.com">slindsay@imageapi.com</a>
Image API	Joe A Knapp	8505677098	<a href="mailto:jknapp@imageapi.com">jknapp@imageapi.com</a>
RADgov, Inc	April Bell	9549382800	<a href="mailto:ereid@radgov.com">ereid@radgov.com</a>
HDR Engineering	Jimmy Johnston	5048376681	<a href="mailto:jimmy.johnston@hdrinc.com">jimmy.johnston@hdrinc.com</a>
DataBank imx	Rodney Clark	8002564276	<a href="mailto:rrclark@databankimx.com">rrclark@databankimx.com</a>
The Windward Group	Ellen Skaggs	9857961515	<a href="mailto:eskaggs@t3xp.com">eskaggs@t3xp.com</a>
The Windward Group	Buddy West	5044164386	<a href="mailto:bwest@thewindwardgroup.net">bwest@thewindwardgroup.net</a>
Diamond Data Systems	Terry Levasseur	5047299100	<a href="mailto:tlevasseur@diamonddata.com">tlevasseur@diamonddata.com</a>
Diamond Data Systems	Paul Melacon	9852096483	<a href="mailto:pmelacon@diamonddata.com">pmelacon@diamonddata.com</a>
ARCADIS	Jason Carr	2252921004	<a href="mailto:jason.carr@arcadis-us.com">jason.carr@arcadis-us.com</a>
ilandman	Duane Waihi	3373498300	<a href="mailto:duane@ilandman.com">duane@ilandman.com</a>
ilandman	Tim Supple	3373498300	
GCR & Associates	Mike Broussard	9853270413	<a href="mailto:mbroussard@gcrconsulting.com">mbroussard@gcrconsulting.com</a>
Enkon	Cameron Kring	2504807103	<a href="mailto:ckring@erkon.com">ckring@erkon.com</a>
Ciber, Inc.	Travis Clayton	6018502951	<a href="mailto:tclayton@ciber.com">tclayton@ciber.com</a>
IT Group/CompuPacific	Linda Vinsanau	2259330047	<a href="mailto:vinsanau@cox.net">vinsanau@cox.net</a>
HDR Engineering	Greg Gagliano	5048396681	<a href="mailto:ggagliano@hdrinc.com">ggagliano@hdrinc.com</a>
IT by Design LLC	Anthony Bond	2258929815	<a href="mailto:anthony.k.bond@gmail.com">anthony.k.bond@gmail.com</a>
	Greg		
Document Logistics	Woolverton	5044836909	<a href="mailto:gwoolverton@doclog.com">gwoolverton@doclog.com</a>
	Richard	8886334748-	
Medir Inc	Greenlee	12	<a href="mailto:richardg@medirinc.com">richardg@medirinc.com</a>
Just Trust Solution/Optimum			
Document	Dan Duncan	3016229001	<a href="mailto:dduncan@optimumdocument.com">dduncan@optimumdocument.com</a>
Just Trust Solution/Optimum	Jose		
Document	Tenembaum	3016229001	<a href="mailto:info@jtsinc.com">info@jtsinc.com</a>
ULTIX Technologie Services	Don Flores	5043881218	<a href="mailto:admin@ultix.com">admin@ultix.com</a>
Iron Mountan	Triness Kuhn	5043829297	<a href="mailto:triness.kuhn@ironmountain.com">triness.kuhn@ironmountain.com</a>
	Mary Alice		
IT by Design LLC	Olsan	2258929815	<a href="mailto:molsan@itbydesign.us">molsan@itbydesign.us</a>

### Questions

1. Are you primarily focused on a repository only for storing and indexing oyster lease documents or are you looking for a true information management system (centralized database)?
  - Just a repository for information on an IMS that manages / creates a workflow and manage your business process?
    - a. **We are looking for a repository for the lease documents, but are open to considering a centralized database if the benefits of using it can be demonstrated. The lease records are important permanent state records, and leases carry certain property rights. The protection and security of these records from all threats, including natural disasters such as hurricanes, is of primary importance.**
2. Can we get physical examples (photocopies) of the type of document you are dealing with?
  - Simple example of oyster lease
  - Complex example of oyster lease
  - Average size oyster lease, what is the average page count of an average oyster lease

- a. **Photocopies of almost all documents we produce were handed out at the meeting.**
  - b. **The average new lease consist of: a two page two sided document with a one page, two sided application document; an initial rental document; and a plat.**
3. How are your oyster leases currently indexed/categorized?
  - a. **All of the oyster lease are indexed/filed in numerical (lease number) order.**
4. Are you entertaining allowing public access to the web portal?
  - a. **We have a web server running now allowing the public access to almost all of the data. For security reasons you wouldn't want the public to access to any data directly.**
  - b. **You can view the web site at <http://204.196.151.247/oysterlease1/>**
5. Your Oracle Database
  - What type of information is in it?
  - If your information is hosted, is there any objection to an SQL Server environment?
  - Can we get a copy of the schema of your database?
  - Can you show us examples of the type of data it contains
    - a. **The table that are in the Oracle database are:**
      - i. **Lease information**
      - ii. **Address information**
      - iii. **Receipt information**
      - iv. **Lease Number information**
      - v. **Payment/Rental information broken down by years starting in 1995 to present**
      - vi. **Various views and tables and indexes**
      - vii. **We will provide an Access file of all of the Oracle tables**
    - b. **You can download an Access data file at <http://204.196.151.247/oyster/rfp.mdb>**
6. Project management
  - You indicated you require weekly project meetings.
  - Do these all require physical attendance or can online meetings take place as well.
    - a. **Depending on the stage of the project e-mail, phone or messaging would suffice.**
  - Project Time Frame - still over a two year period?
    - a. **The Department wants to implement the project as soon as possible. The project must be completed in less than 3 years.**
7. Will you entertain a hosted Application Service Provider (ASP) model solution?
  - a. **We are open to considering an ASP if the benefits of using it can be demonstrated. As stated earlier, the lease records are important permanent state records, and leases carry certain property rights. The protection and security of these records from all threats, including natural disasters such as hurricanes, is of primary importance.**
8. What business process is the Oracle database supporting?
  - a. **Oracle is supporting the lease document printing, application document printing, rental notice printing, and rental collection, receipt creating and printing, various queries and data for our GIS applications.**
9. Does Onbase support document management and scanning in your process?
  - a. **The Survey Section currently doesn't have Onbase software, this is an application that our Computer Section uses.**

10. What is purpose of the web based application?
  - a. Is the public going to access data and documents?
  - b. Is the department going to use it for internal processing?
    - a. **The Survey Section currently runs a web site that allows the public to view maps and data of all active leases.**
    - b. **Currently there is no demand for other departments to access/use our data.**
11. Are you considering the project system to integrate with your current Oracle database, GIS system?
  - a. **Yes it will have to integrate or migrate the current database.**
12. What data is currently stored in the Oracle database that pertains to this project?
  - a. **Refer to question 5 above.**
13. Would you provide a sample table and data field or a data dictionary?
  - a. **Refer to question 5 above.**
14. In the current process is there any documents created?
  - a. **Yes; Lease document, Application document, Rental Notices, Receipts, Daily/Yearly income reports. Copies were handed out at the meeting.**
15. Describe the automated process for leases supported by the database.
  - a. **A GUI is called up, an Application number or Lease number is entered to pull up the data at this time you can add or correct the data. The type of document is selected and the print button is pressed.**
16. Will the department consider outsourcing the application processing?
  - a. **Not at this time.**
17. An outsourced process for forms management could be used to support the survey and compliance, is there a long term consideration of an option such as this?
  - a. **Refer to question 7 above.**
18. Is the department expecting to maintain an electronic document and a paper document?
  - a. **The Department will maintain a paper document and a scanned document.**
19. Are you considering electronic filing of lease transactions and applications over the web?
  - a. **No, due to the complex criterias needed to take an application and the need of a signature. There may be interest in collecting rent over the web.**
20. Does plotting mean anything other than the printing of image information?
  - a. **Plotting is the term our office uses for drawing of oyster lease shapes on a map.**
21. Is the "Scanned Document Naming Schema" on page 37 of the RFP suggested or mandatory?
  - a. **The naming schema is strongly suggested, but are we open if the benefits of using it can be demonstrated.**
22. What does the processing a lease survey mean?
  - a. **To create a lease document: the public comes to the office and takes an application on open water bottoms, the water bottoms are surveyed with GPS. The survey is then made into a plat, checked for errors and then a notice is mailed to the fisherman who will come to the office to pay any additional fees. A document will be created and signed by the fisherman,**

**the chief surveyor and a designee in the main office. Three copies will then be mailed to fisherman to be recorded in the court house.**

23. What tasks are involved in managing the surveys?
- a. **If your question is about the field survey being processed and a CAD plat being made, the field crew using GPS equipment collect all points needed for that particular application. It is processed and uploaded to our COGO files. Then one of our draftsmen draws the plat to the surveyors' specification it will be checked and reprinted on archival paper and signed by the surveyor. If by "managing the surveys" you mean how we produce a lease document then refer to question 22.**
24. Will the successful vendor for the back file conversion be allowed to work Saturday and Sunday? If so, what hours?
- a. **No.**
25. What are the week day hours the successful vendor will be allowed to work on site?
- a. **Office Hours are 8:00 - 4:30 Monday – Friday**
26. What, specifically, is entailed in processing lease applications? (Integrated Lease Information Environment Task 3)
- a. **new ground application which is taking an application on open water bottoms. The fisherman comes in and shows us where and what general configuration they want, we then create a polygon in our GIS and extract the acreage. We then open the application data entry program and key in the information, the cost is calculated from the acreage it is then saved and that will give us the next available application number. The document is printed and then signed by the fisherman and survey fee is paid. The second is a renewal application which is taken on an existing lease. The fisherman comes in at rental time to renew a lease, we open the application data entry program and call up the lease by its number, addresses can be corrected as well as minor descriptions of the lease. The acreage is calculated by a different rule to get the total for the survey fee then its saved and that will give us the next available application number. The document is printed and then signed by the fisherman and survey fee is paid. The third is a restake which is taken when lease boundary corners are wished to be seen. The fisherman comes in and request to see corners of his or someone else's lease. The application data entry program is opened, you find the fisherman's name and enter the number of corners they would like staked. The survey fee is determined by how many point and if it belongs to him. Then its saved and that will give us the next available application number. The document is printed and then signed by the fisherman and survey fee is paid.**
27. Is there currently a lease transfer database or will this be data entry based on hard-copy documents?
- a. **from hard-copy documents.**
28. What other information is currently in Oracle besides the 22,000 lease records?
- a. **Refer to question 5 above.**
29. What, specifically, is entailed in processing Lease Surveys? (ILIE Task 5)
- a. **Refer to question 23 above.**
30. Do any of the staff currently do GIS management/maintenance?
- a. **Yes, Clarence manages the GIS and web site and others do data entry.**
31. Is there a projected date of when they will be converting from GeoMedia to ArcGIS?
- a. **No, this will be a separate contract.**

32. Could we get more descriptive information on their current proprietary software (Microstation Oyster Lease Data, Lease rental, General Receipt, Oyster Application, Lease Rental Notice Generator, and Receipt Report Generator)? This may be helpful in determining if any data can be retrieved for migration and to discover current business processes/practices.
- a. **Microstation 95 is CAD software from Bentley.**
  - b. **Oyster Lease Data is a proprietary data entry interface that runs inside Microstation from GeoQuery.**
  - c. **Lease Rental is a proprietary standalone rental taking and receipt creating software from GeoQuery.**
  - d. **General Receipt is a proprietary standalone receipt creating software from GeoQuery.**
  - e. **Oyster Application is a proprietary application creating software that runs inside GeoMedia from GeoQuery.**
  - f. **Lease Rental Notice Generator is an Access form and reports created by GeoQuery.**
  - g. **Receipt Report Generator is an Access report created in house.**
  - h. **Oyster Lease Data, Lease Rental, General Receipt, Oyster Application, Lease Rental Notice Generator and Receipt Report Generator all access the Oracle database using one or several tables.**
33. What payment system are they currently using? Are we integrating with it or creating a custom app?
- a. **The Lease Rental and General Receipt are standalone programs that access the Oracle database, we are looking for a single interface with multiple tools that can be updated when newer OS come out.**
34. How are we getting the raster and vector data, are they providing it or are purchasing it?
- a. **The vector data are Microstation 95 DGN files, it contains all active lease boundaries and numbers. The raster data are USGS 2004 DOQQs I do not know of any other data that will be needed in this RFP.**
35. Is there a going to be a baseline for current efficiency, and customer service so we can determine if it's improved?
- a. **All Louisiana state agencies are subject to performance evaluation. The operations of the Oyster Lease Survey Section are included in the performance standards for the Department of Wildlife and Fisheries**
36. Do we have to implement a user authentication?
- a. **If security can be tied to the network login would be sufficient.**
37. Is there going to be an alternate site for backups?
- a. **We are working with the IT section in Baton Rouge with backing up of data at a remote location.**
38. How many total pages are there to be scanned by size: 8.5x11, 11x17, 24x36, and 36x42?
- a. **Information was provided at the mandatory viewing on September 10.**
39. In one handout you gave us one sheet for and individual showed 22 lease records were cancelled. Of the 40,000 document, how many individual documents may reflect details on multiple lease records? Does each lease record contained on each sheet need to be entered in the database?
- a. **The only handout that shows several cancelled leases is a report we post on the web site and send to news papers to advertise there delinquency in paying rent. The only document that contains multiple lease numbers would be the transfer notice, which will be a new table**

**that we will have to work with. Each lease will need to be entered into the database except for the lease 20001 to present.**

40. We interpret Phase I to be asking for a more detailed analysis of the historical documents of which has already been provided for Attachment VI, and recommendations with options for all aspects of the overall solution. Are we correct?
- a. **Yes you are correct.**
41. We interpret item D. to be a lump sum price for developing the plan to do the scanning and indexing. Are we correct?
- a. **Yes you are correct.**
42. In item E is OLSS asking for a price per image for phase 1 activities (inventory and analysis of historical documents) in addition to item D, which pertains to the analysis phase 1 as well, or was the per image price meant to reference the actual conversion described in phase 2? In other words, are you looking for both a lump sum price for planning of conversion and a per image price for same or was per image reference to phase 1 meant to say phase 2?
- a. **Item E is asking for a lump sum cost for scanning, while item D is a lump sum for the planning phase.**
43. In item F are you asking for a lump sum total price for all scanning and indexing as described in phase 2 or is this meant to be more of a “conversion project startup fee”?
- a. **Item F is asking for a lump sum cost to implement the backfile conversion.**
44. OLSS has not asked for a price per image for the actual conversion (scanning and indexing). Is this correct?
- a. **That is correct. Knowing the different conditions the documents are in and the large format scanning, asking for a price per image would not be appropriate.**
45. If OLSS wants a price per image for any of the phases (inventory/analysis in phase 1 and/or backlog conversion in phase 2), can you instruct all vendors to assume the same image count as given by OLSS for purposes of comparing total cost in a fair manner? As the pricing schedule is written, there is no facility for multiplying out price per image and image volume to determine actual total project cost.
- a. **This is a very good suggestion. Assume 500,000 images or state the assumed number.**
46. May we humbly suggest that OLSS change the project cost schedule to reflect item E relating to phase 2 adding an image volume to be used for multiplying out total line item cost for the Backfile conversion? Example: “E. Backfile Cost/Image (phase 2) 650,000 images @ \$ \_\_\_\_\_ per image = total Backfile conversion cost of \$ \_\_\_\_\_”
- a. **This is a very good suggestion. Assume 500,000 images or state the assumed number.**
47. May we also humbly suggest eliminating item F, or that OLSS give more clarity as to what it expects that line item to cover?
- a. **Item F is asking for a lump sum cost to implement the backfile conversion.**
48. Is the Onbase 6.4.0. currently supported by an authorized Onbase dealer? If so, who is that Onbase dealer?
- a. **Yes, HOV Services.**
49. There is an Oracle database containing over 22,000 lease records in addition to other database tables. What is the approximate storage measure in Gb of this database with indexes?
- a. **The sys\*.ora is 385mb and the dmp file is 16mb in size.**

50. Does OLSS require that its current Oracle 8i database be leveraged in the vendor solution proposed? Is OLSS open to other cost effective database solutions?
- We are open to other databases if the benefits of using it can be demonstrated.**
51. is OLSS open to upgrading Oracle 8i to Oracle 10g and should the vendor include the cost of the upgrade in its offering?
- Yes we are very much open to upgrading Oracle 8i to Oracle 10g. No you should not include the cost of the upgrade in the offering. The OLSS will purchase any hardware and software specified by the selected vendor.**
52. Can OLSS detail the client server applications listed in Attachment V running in support of the current Oyster Lease management system?
- Refer to question 32 above.**
53. OLSS desires that the Integrated Lease Information Environment fulfill a requirement to Process Lease Applications. Will OLSS provide more details as to the functional scope of this requirement?
- Refer to question 26 above.**
54. OLSS requires that lease transfer history be included in the functional scope of this proposal. Does data currently exist in the Oracle database that will support this history? If not, then does OLSS intend that lease transfer history to be tracked going forward in Phase 2 with the implementation of the new solution?
- Refer to question 27 above. The only data that has been captured is the last transfer date on a lease. We do intend that the tracking go forward in Phase 2 and to be part of the new solution.**
55. OLSS requires that the new system shall “Accept Payments and Issue Receipts”. Does the current system provide this capability? Does OLSS have specific payment methods in place currently? Will an interface to a statewide revenue reporting system be in scope with this requirement? What reporting capabilities are anticipated in terms of financial accountability and management review?
- Yes the current system provides that capability and has specific payment methods. No statewide revenue reporting system will be required, there is a simple 4 category system that requires a daily and fiscal yearly total to be checked and balanced by the depositor.**
56. OLSS stated that “an end user application for workflow capabilities defined by features and functions that can be added to the document management system if the OLSS should determine a need for such capabilities”. Does OLSS require that vendors provide a price for such capability in its bid or should it be considered optional?
- Please provide a price.**
57. OLSS lists the following software applications as Proprietary:
- Oyster Lease Data (runs in Microstation 95)
  - Lease Rental (standalone)
  - General Receipt (standalone)
  - Oyster Application (runs inside of Geomedia)
  - Lease Rental Notice Generator (Access application)
  - Receipt Report Generator (Access application)
- Does OLSS intend that the data or functional capabilities be incorporated into the new integrated solution? Can OLSS provide documentation of the listed systems?

- a. **Yes the data and functional capabilities should be in the new integrated solution. These programs dovetail our needs and the database but are dated and we are starting to have OS compatibility problems. Some documentation can be provided.**

58. What all License GIS Software do they have?

- a. **OLSS is currently running 4 GeoMedia Pro 6.1 and 6 GeoMedia 6.1 and one GeoMedia Web Map 6.0**

59. Which software product (Intergraph/ESRI) they will use or want to use for Lease tracking application?

- a. **Currently we are running GeoMedia Pro**

60. In the RFP it is written "Converting to Arc-GIS web map in future" what does that mean?

- a. **It means that in the future we will be mandated to use ESRI.**

61. Can the vendors proposed solution store documents in the existing Onbase database server in Baton Rouge?

- a. **Additional licenses will need to be purchased, but the data needs to reside in the OLSS.**

62. Can the vendor store data within the existing enterprise Oracle database?

- a. **Yes.**

63. Is the Oracle database accessible within the Department of Wildlife and Fisheries office in New Orleans?

- a. **Yes.**

64. In table one of the cost information section of the RFP line E.- Backfile Cost/Image is requesting a price per scanned image. Can the LDWF provide a quantity of documents to price so that each cost proposal has consistent basis for pricing the number of documents to be scanned?

- a. **Line E is requesting a bulk scanning price. This is for old fragile document, old semi fragile documents, newer not fragile documents, large application book scanning, map scanning and field note book scanning.**

65. Will Table - 2 Project Rate classification schedule in the RFP be used to evaluate the vendor's cost proposal?

- a. **All information in the proposal will be used in the evaluation and selection process.**

66. Since table 1 asks for a lump sum total proposed cost, what is the purpose of the hourly rate by staff classification?

- a. **To be able to break down labor versus all other costs. All information in the proposal will be used in the evaluation and selection process.**

67. Should the rate in Table 2- Project Rate and Classification Schedule include a fully burdened rate including all expenses of the project?

- a. **Yes. Supplemental information regarding the other expenses of the project will be used in the evaluation and selection process. All anticipated expenses should be included.**

68. Should the multiplication of hours times the rate in table 2 equal to the total proposed cost in table 1 after the various classifications in table 2 are summed? If so, all expenses such as software and hardware would need to be blended into all of the rates.

- a. **Yes. Supplemental information regarding the other expenses of the project will be helpful in the evaluation and selection process.**

69. Does all scanning have to occur on site?  
**a. Yes all scanning will be on site.**
70. It is our understanding that the vendor must recommend scanning equipment to be purchased by the department and that the cost of the equipment should not be included in the total proposed project cost. Is this correct?  
**a. Yes.**
71. It is our understanding that the vendor must provide the equipment to scan the existing documents on site and then remove the equipment at the completion of the project. Any equipment purchases recommended by the vendor in their proposal will be purchased outside of this project by the LDWF. Is this correct?  
**a. No, the vendor will recommend equipment and the LDWF will purchase it. At that point the vendor can use the equipment purchase by the Department. If the vendor wants additional equipment to speed up the project then they have that option.**
72. Is the proposed lease management system required to print invoices and manage collection of payments for the subject leases?  
**a. Yes that will be one of the functions of the Lease Management System.**
73. Does the vendor need to convert all lease areas into a Shape file or other GIS format for purposes of showing leases in a GIS environment?  
**a. All active leases are in a GIS environment.**
74. Do the GIS maps of the leases need to be available as a web browser software solution for public and internal viewing of lease areas?  
**a. We are using the CAD files for the web browser.**
75. Has a budget been established for the project and can the budget be provided to the vendors?  
**a. The budget will be established when the contractor has been selected and will be based on the solution identified by the selected vendor.**
76. In reference to page 33 of the RFP regarding GIS software, should the vendor's GIS solution be an ArcGIS solution to meet the future needs of the LDWF?  
**a. The vendor's solution should meet OpenGIS standards.**
77. Please provide the number of pages that must be scanned.  
**a. The mandatory document viewing on September 10<sup>th</sup> was for you to estimate the volume of documents to be scanned. See questions 45 and 46, above.**
78. It is our understanding that there are approximately 43,000 leases. 22,000 of these leases are relatively new and have data indexed in the existing Oracle database. Is the vendor responsible for indexing the remaining 21,000 documents after they are scanned or will the department be responsible for indexing the scanned documents through the proposed lease management system?  
**a. The vendor is responsible for the data entry for all leases not in the database.**
79. In the sample database provided to the vendors, there is a lease table and payments table related to the leases. Is the new system required to generate the invoice for a lease and have a capability to receive and process receipt of payments?  
**a. Yes the new system will need to generate invoices yearly as well as process payment.**
80. Does the new system have to produce dunning letters for aged invoices?

- a. **The new system will need to produce list for publication of delinquent leases, with the ability to produce lease holder specific letters as needed.**

81. In the sample database there are tables regarding survey Quad, survey receipts, and survey payments. Does the new lease system need to accommodate entry of vendor submitted invoices for lease surveys?

- a. **Quad is a table of USGS quad names and the OLSS map numbering system. The receipt and payment tables are used in creating receipts for all monies collected by this office. The vendor will need to have those functions in the new lease system.**

82. Does the new system need to generate payment for invoices submitted for survey services regarding existing or new leases?

- a. **Yes.**

83. In the existing database there appears to be geographic latitude and longitude data for some of the leases. Is the vendor required to geocode all the leases or is the geocode and latitude longitude information available for all the existing 43,000 leases in an electronic format for linking to the lease management system?

- a. **The geocoding is for the active leases only. The goal is to have all leases geocoded, but with missing maps it might be impossible to geocode the old leases.**