TPF SOLICITATION NUMBER 1199

TITLE:
Transportation Research Program Management Database.

DETAILED **SCOPE OF WORK:**
Identify the research program management database needs of the states partnering in this TPF project, accommodate the system modifications needed for implementation by the Washington State Department of Transportation (WSDOT), and enhance the RPMD to add new functions to meet additional research program management business needs of participating states including management of the Transportation Pooled Fund Module (TPF). It is intended that this work will be contracted through the University of California, Berkeley. Tasks in the study will be to:

1) Review the RPMD and identify general modifications needed by participating states to use the RPMD as currently developed in FileMakerPro.

    Products: A list of common needs of the states to consider in the development of the WSDOT modification.

    A summary of more specific agency to be developed under a separate funding and task agreements.

2) Develop modified RPMD System based on needed modifications identified by Washington State and consideration of needs of other participating states.

    Product: Beta version of the modified RPMD.   Modifications will include:

    - Renaming/tailoring values and labels
    - Adding/removing data fields
    - Adding/removing reporting components
    - Setting up security profiles
    - Tailoring training and operations manuals to reflect state terms
    - Assisting with installation
    - Training program staff on database use.

3) A summary of business needs necessary to manage TPF projects.

    Product: Business requirements and data architecture for the TPF Module.

4) Develop the TPF module.

    Product: Beta version of the module. The TPF module is expected to include at least the following:
    1) Pooled fund solicitation management, including
        i. Commitment tracking
        ii. Activity checklist
    2) Pooled fund lead state project, including

       i.   Partner contribution tracking
      ii.   In-kind contribution tracking
    iii.   Source of funds and fiscal year tracking
    iv.   Reimbursement tracking
     v.   Improved tracking of lead state Obligation Authority (O/A)
    vi.   Contract tracking
   vii.   Travel and expense cost tracking

   3) Non-lead TPF information needs
       i.   Commitment tracking
      ii.   O/A and in-kind contribution tracking
    iii.   Reimbursement tracking

   4) Provide the following reports:
       i.   Pooled fund executive report
      ii.   Pooled fund National Liaison project status report - annual
    iii.   Pooled fund National Liaison project status report - monthly
    iv.   Pooled fund financial report

5) Testing and modification: Partner states will test the beta version and necessary changes will be made to provide a functional module.

Product: Final version of the module.

6) The development team will work with WSDOT to scope the level of effort and cost to convert WSDOT's existing data into to the new system. Caltrans existing data will be converted to the new system as needed.

Product: Deployed modified RPMD within WSDOT and Caltrans.

Level of effort and cost estimate for WSDOT data conversion.

Task 3 will focus on meeting the needs of Washington State. Other participating states may wish to have a version of the RPMD that has been modified to meet their unique needs, as described in the scope described in Task 3. The cost estimate for Tasks 3 is approximately $68,000 per participating state based on a general workplan and assumptions about the level of work needed by the states. The option for states who may not need all the services or items listed in Task 3, or have needs for different or additional support can work with the selected vendor to develop an agreed upon scope of work and cost. Funding based on the negotiated scope of work can be contributed to the pooled fund effort to obtain contractor support.

The longer term vision for this project may include additional activities, depending upon the needs of the pooled fund participants.

Additional mid-term activities can include:
1. Adding additional functions and capabilities to the RPMD, as jointly requested, with the goal of keeping a common base for all participating states.
2. Using the RPMD as a base application, tailoring the database to meet unique needs of specific participating states.

Longer term activities can include:

3. Migrating the RPMD to a different technology platform such as Oracle/Java or SQL/.Net.

Additional participants can be accepted to this pooled fund effort at a later date.