2023-1039G

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Member of the SNC-Lavalin Group

VUEWorks® Enterprise Asset Management Software

Response to: RFP: #RTSX-230065-DS Maintenance Management System for Transit
Prepared for: City of Gainesville, FL

Prepared by Data Transfer Solutions, LLC
482 S. Keller Road, Suite 300
Orlando, FL 32810
www.dtsgis.com

Submittal Date: August 21, 2023

WorkforceVUE.

esri Partner Network Gold

CONTENTS

BID COVER

Procurement Division
(352) 334-5021 (main)

Issue Date: July 20, 2023

REQUEST FOR PROPOSAL: #RTSX-230065-DS
Maintenance Management System for Transit (Rebid)

PRE-PROPOSAL MEETING: ☐ Non-Mandatory ☐ Mandatory ☒ N/A ☐ Includes Site Visit
DATE: **TIME:**
LOCATION:

QUESTION SUBMITTAL DUE DATE: August 4, 2023

All meetings and submittal deadlines are Eastern Time (ET).

DUE DATE FOR UPLOADING PROPOSAL: August 21, 2023, 3:00pm

SUMMARY OF SCOPE OF WORK:
Maintenance Management System for use by Regional Transit System. Implementation, Training, Go Live, and System Acceptance need to all be completed by no later than June 30, 2024.

For questions relating to this solicitation, contact: Daphyne Sesco, Procurement Specialist 3, sescoda@gainesvillefl.gov

Bidder is not in arrears to City upon any debt, fee, tax or contract: ☒ Bidder is NOT in arrears ☐ Bidder IS in arrears
Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: ☒ Bidder is NOT in default ☐ Bidder IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # 1 and 2

Legal Name of Bidder: Data Transfer Solutions, LLC

DBA: N/A

Authorized Representative Name/Title: Donna M. Huey / President

E-mail Address: donna.huey@atkinsglobal.com FEIN: 05-0557100

Street Address: 482 S. Keller Road, Suite 300, Orlando, FL 32810

Mailing Address (if different):

Telephone: (407) 382-5222 Fax: ( )

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

☒ Proposal is in full compliance with the Specifications.

☐ Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

SIGNER'S PRINTED NAME: Donna M. Huey **DATE:** August 21, 2023

This page must be completed and uploaded to DemandStar.com with your Submittal.

Addenda Acknowledgement

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Data Transfer Solutions, LLC

BY: 

DATE: August 21, 2023

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Data Transfer Solutions, LLC

BY: 

DATE: August 21, 2023

dts MAKERS OF VUEWorks

Member of the SNC-Lavalin Group

August 21, 2023

Daphyne Sesco, Procurement Specialist 3
City of Gainesville, Florida
Procurement Division
200 E University Ave
Gainesville, FL 32601

Dear Ms. Sesco and Selection Committee:

On behalf of the team at Data Transfer Solutions, LLC (DTS), I would like to thank The City of Gainesville for the opportunity to provide our response to the City's Request for Proposal RTSX-230036-DS Maintenance Management System for Transit. In this response we are proposing our VUEWorks® asset management software.

DTS, part of the Atkins North America family, can provide full-service work and asset management software and services. We specialize in state, county, City and local government software system implementation, configuration, integration and training. We provide services directly to our customers for all elements of system implementation, training, software integration and data conversion; a one-stop shop for the City.

VUEWorks® software is a web-based, GIS-centric, enterprise work and asset management system that provides organizations with the ability to manage, analyze, integrate, and share valuable asset and work management information. VUEWorks® can manage any spatial or non-spatial asset to minimize the total cost of owning and operating it, while delivering desired service levels. The software will allow the City to track and manage any asset including rolling stock, equipment, and facilities such as maintenance garages, bus stops, and transit centers. Our objective is to provide a comprehensive and scalable system built on our web-based software package that will assist the City with managing all activities associated with enterprise asset management. VUEWorks® software supports efforts to manage projects, plan and schedule resources, report project status and set up notifications and approvals through workflows.

We acknowledge review of the addenda to the Request for Proposal, and also confirm that our proposal does not contain any confidential information, trade secrets or other proprietary data that we do not want to be subject to public inspection. Additionally, we confirm that our proposal remains valid for 120 calendar days following the date established for receiving bids/proposals.

We look forward to the opportunity to further discuss this opportunity or provide a product demonstration. If you have any further questions, do not hesitate to contact me as the primary point of contact for this project: Donna M. Huey, 482 S. Keller Road, Suite 300, Orlando, FL 32810, (407) 382-5222, donna.huey@atkinsglobal.com.

Sincerely,

Donna M. Huey,
President

Technical Proposal

Project Management

Implementation Approach

While no two implementation projects are identical, DTS follows a standard delivery approach that has produced successful projects resulting in the adoption and long-term productive use of a new software.

Design Phase

During the planning and design phase of the project, DTS works in collaboration with the project team to assess and document the needs of the maintenance teams that will implement, support or use the system through a series of interviews and workshops. Understanding the various goals and priorities, desired business processes and state of existing data are key to establishing the foundation of the software architecture design. During the assessment sessions, DTS uses the opportunity to educate participants on the standard tools and functionality of the software and may provide software demonstrations to help the team visualize options. The City team will be asked to gather data and make decisions during this phase. The DTS Project Manager ensures that any requests for information are provided with advance notice to give the project team adequate time to gather required information. A commitment to timelines from the City is crucial to ensuring the project remains on track.

Highlights of the Planning and Design Phase

- Understand the various goals, priorities, and desired business processes
- Evaluate state of existing data
- Provide early education on software functionality
- Gather required information
- Finalize the configuration, integration, and conversion plans
- Initiation of VUEWorks® base installation

The intent for the configuration design is to formalize the discussed design and obtain input and feedback from the project team. Major adjustments that are easily incorporated during the design phase introduce project risk if introduced during the configuration phase. The configuration design provides a recipe for the configuration phase and ensures all project participants can validate that the configuration meets the intended design.

The interface planning and design will occur in parallel with the configuration design sessions. Working sessions will be held with the application administrator, business users and supporting IT professionals to identify the business need for the desired interfaces, assess the viability and identify the tasks needed to accomplish the interface. Each desired interface will be classified in the following way:

- possible with COTS built-in tools
- possible with COTS provided APIs.
- requires custom development.
- handled through a manual process.
- no longer needed.

Upon review and approval, interface tasks and timelines will be incorporated into the overall project schedule.

The VUEWorks® software installation process will run concurrently with the planning phase in order to mitigate against project schedule impacts. The installation of the VUEWorks® software will be scheduled by the DTS project manager with the VUEWorks® product support team and City IT professionals. Installation sets up the framework from which all configuration activities occur. As part of the installation process, VUEWorks® will integrate with the City's enterprise GIS services and email server. City will be provided with a pre-installation checklist and GIS interface documentation in advance.

System Configuration Phase

The DTS team will configure the VUEWorks® software platform. This work includes tasks such as establishing global system settings, form creation, module-based configuration, set-up of mobile app connectors, report template creation and establishment of role-based permissions. As the DTS team completes a reviewable component, the technical lead will present a software demonstration of the functionality to the project team. The incremental review process ensures gaps or misunderstandings are captured as early as possible so a resolution can be discussed. The demonstration also serves as an opportunity for informal training on usage of the system.

As the components are configured and finalized, the system will be ready for data linking, import and/or keying. DTS will provide the data formatting requirements and templates to the City. DTS will review the provided data and identify any concerns over field type conflicts or potential data integrity issues. The City will have an opportunity to address data quality issues prior to import. DTS believes that migration to a new system is the ideal time to assess and clean-up existing data so the new system begins with high quality and accurate information. Data modification is often easier performed outside of the system with a tool that business units are familiar with like Microsoft Excel, rather than attempting to correct individual records once loaded into the new system. DTS understands the data imported during this phase may need to be refreshed during final system cut-over. Final data migration steps will be incorporated in the production deployment planning.

Highlights of the Configuration and Validation Phase

- Establish global system settings, form creation, module-based configuration, set-up of mobile app connectors, report template creation and establishment of role-based permissions
- Conduct incremental software reviews to confirm configuration progress
- Complete required data linking, import or keying
- Publish testing environment to users and conduct testing

With the components configured and data loaded, the integration tasks will be completed to wrap up the configuration. DTS will provide a detailed demonstration of the site's configuration, highlighting integration points and imported data. City users will be provided a testable environment for the validation process to commence.

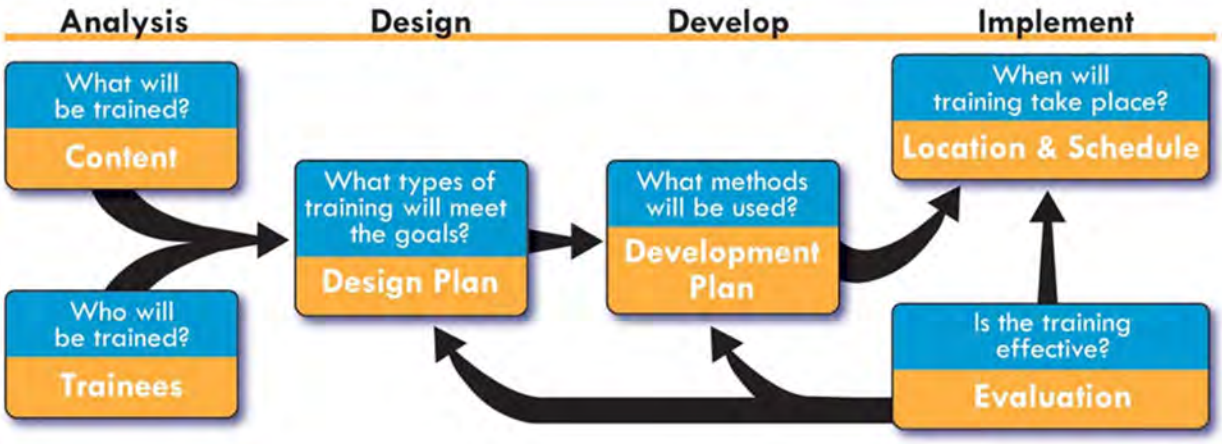
During the validation process, the City will test the configuration to validate the configuration meets the configuration design and system integration. At the conclusion of the testing period, the City's consolidated comments will be assessed and classified by DTS as:

- Working as designed – address through training.
- Configuration adjustment
- Defect - report to product maintenance team

Each item will be assessed by the Project Manager and prioritized according to the City project goals. DTS will modify the configuration as agreed between the DTS and City Project Managers and subject the modified configuration to the testing process described above to confirm all agreed modifications have been validated.

User Acceptance: Administrator Training and End User Training Phase

DTS' philosophy is to train early and often throughout the implementation process. DTS' training team is experienced in providing training courses for organizations of all sizes, industries and regions. In fact, DTS received an award from the American Planning Association and FHWA for its development of the Sociocultural Effects Evaluation training program, which was delivered throughout the State of Florida.



DTS recognizes that training and support is one of the most critical of the project phases. DTS will work with the project team to develop a training plan that defines training format, curriculum, number of on-site and remote sessions, and anticipated scheduled that is best suited for City. The best approach to balance cost versus effectiveness will be discussed with the City and documented in the training plan. Details regarding training location, equipment needs, and attendee lists will also be coordinated.

Highlights of the Training Phase

- Develop a training plan
- Conduct instructor-led and remote sessions per plan
- Provide VUEWorks® training material and quick guide templates
- Conduct knowledge transfer sessions with application and business administrators

DTS trainers employ strategies to assist with user adoption of the software including partnering with a City business unit lead during the training session. The business lead can vocalize the importance of the training, show support for the program and address any fears or operational specific questions that arise during training. Instructor-led training sessions will be supplemented with standard VUEWorks® training materials, including report view definitions, provided in electronic format to attendees. The DTS team is dedicated to our client's long-term success in using our VUEWorks® solution. In addition to our end-user training offerings, we perform knowledge transfer with the team of VUEWorks® application and business administrators that will be responsible for managing the system. This usually equates to a few focused web sessions following the roll-out support period.

DTS has an extensive background in training curriculum development. We understand that not every user learns a system in the same way. Additional training types/delivery methods, shown in the training catalog graphic above, can be discussed as an alternative or as supplemental services to the proposed training approach.

Production Deployment and Support Transition

In preparation for software roll-out to users, DTS will promote all site configurations and integrations to the final Production environment. DTS will work with the City to ensure all users are loaded and final data is imported. The DTS Project Manager will coordinate with the City Project Manager to confirm a Go-Live date.

DTS understands the challenges that System Administrators face when transitioning staff to a new software. To ease with the transition, the DTS project team will provide roll-out support for the City during the first 14 days. Roll-out support includes weekly pre-set call-in time for System Administrators to ask questions or discuss issues that users have reported during the week. The VUEWorks® Support team will continue to provide support to administrators beyond the initial roll-out period. DTS will introduce the City administrators to the Support Manager and explain the customer support process as well as the product resources available through the VUEWorks® Customer Support Portal. All users will have access to the Customer Support Portal to access the knowledge base, past webinars and community forum.

Moreover, we provide the following opportunities to remain engaged with our customers, share knowledge, and encourage networking among VUEWorks® users.

- Annual Meeting and Regional User Groups - Facilitated regional user group meetings are held in specific regions annually. In addition, DTS hosts an annual national conference typically held in Orlando.
- Online Forum - VUEWorks® has an internal client only online forum for users to collaborate.
- Resource Documents - Resource and training documents are available online and can be accessed and downloaded by any user.
- Online Webinars - Online webinars are offered monthly and focus on specific software modules or best practices. These are recorded and made available to users online as well.

Highlights of the Production Deployment and Support Transition Phase

- Promote all site configurations and integrations to the final Production environment
- Schedule roll-out support sessions
- Introduce the City administrators to the Support Manager and explain the customer support process
- Confirm user access to the Customer Support Portal

Ongoing Support Services

Twelve months of support is provided and renewed annually thereafter with the payment of the support and maintenance fee. We offer 8:00 a.m. to 8:00 p.m. Eastern Time telephone support, along with email and web-based support channels. Our technical support staff will provide prompt and helpful support to the City's designated application administrator for troubleshooting assistance, general questions and replicating and documenting defects.

User Support	
Support Hours	Live support hours are from 8:00 a.m. to 8:00 p.m., Eastern Time.
Support Channels	Phone, Email, Online, Microsoft Teams

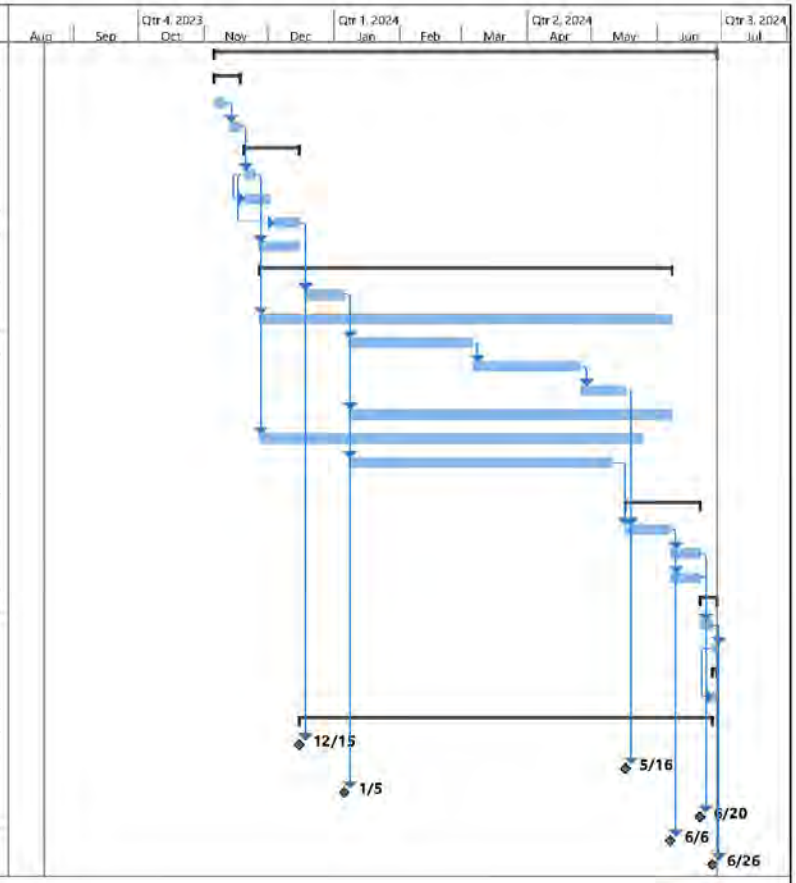
User Support	
Support Team	Includes individuals with knowledge of all system components.
Support for Integrations	Primary Support will handle functionality questions and then secondary support team will handle specific workflow issues.
Support Tracking	Zendesk is utilized to track support calls. Responses are typically handled on the initial support call.

Maintenance and Upgrades

DTS offers a robust release program that is easy to administer. VUEWorks® releases version upgrades periodically throughout the year and makes them available on the VUEWorks® Customer Support Portal. Each release comes with release notes of the fixes addressed in the build and a description of new features and functionality. VUEWorks® is architected such that system configurations persist across versions with the intent of no data loss or substantial configuration impact when performing an upgrade. Clients may apply new builds upon release or on any schedule of their liking (i.e. biannual, annual, etc.) and our release will apply all appropriate build components of past releases.

Project Schedule

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Project Schedule**	**170 days**	**November 6, 20**	**June 28, 2024**
2		**Phase 0**	**10 days**	**November 6, 20**	**November 17, 2023**
3		Prep PM Documents	5 days	November 6, 20	November 10, 2023
4		Internal Review Meeting	5 days	November 13, 2(	November 17, 2023
5		**Phase 1 (Kickoff, BA, and Set up)**	**20 days**	**November 20, 2**	**December 15, 2023**
6		Kickoff	5 days	November 20, 2(	November 24, 2023
7		Environments	10 days	November 20, 2(	December 1, 2023
8		VW Set Up	10 days	December 4, 202	December 15, 2023
9		Business Analysis	15 days	November 27, 2(	December 15, 2023
10		**Phase 2 (Configuration)**	**140 days**	**November 27, 2**	**June 7, 2024**
11		Core Module and GIS Asset Configuration	15 days	December 18, 2(	January 5, 2024
12		System Integration Planning	140 days	November 27, 2(	June 7, 2024
13		Facilities Module Buildout and Data Load	42 days	January 8, 2024	March 5, 2024
14		Work Order/ Service Requests Modules	37 days	March 6, 2024	April 25, 2024
15		Resource Manager	15 days	April 26, 2024	May 16, 2024
16		Data Migration	110 days	January 8, 2024	June 7, 2024
17		Fleet Watch and Clever Integrations	130 days	November 27, 2(	May 24, 2024
18		Finalization of VW Modules, WorkforceVUE/Resource Manager/Data	90 days	January 8, 2024	May 10, 2024
19		**Phase 3 (Training and Testing)**	**25 days**	**May 17, 2024**	**June 20, 2024**
20		Testing	15 days	May 17, 2024	June 6, 2024
21		Training	10 days	June 7, 2024	June 20, 2024
22		Push to Prod	10 days	June 7, 2024	June 20, 2024
23		**Phase 4 (Move to Production and Go live**	**6 days**	**June 21, 2024**	**June 28, 2024**
24		Go-Live	4 days	June 21, 2024	June 26, 2024
25		post go-live	2 days	June 27, 2024	June 28, 2024
26		**Phase 5 (Project CloseOut)**	**2 days**	**June 27, 2024**	**June 28, 2024**
27		CloseOut Documents and Meeting	2 days	June 27, 2024	June 28, 2024
28		**Deliverables**	**138 days**	**December 15, 2**	**June 26, 2024**
29		VW Set up	0 days	December 15, 2(	December 15, 2023
30		Mobile (WorkforceVUE) app configured	0 days	May 16, 2024	May 16, 2024
31		VW Configured	0 days	January 5, 2024	January 5, 2024
32		Training Complete	0 days	June 20, 2024	June 20, 2024
33		Testing complete	0 days	June 6, 2024	June 6, 2024
34		Go-Live	0 days	June 26, 2024	June 26, 2024



Project: Gainseville SCHEDULE
Date: August 18, 2023

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

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Approach to Scope of Work

DTS is proposing our VUEWorks® enterprise asset management software to meet the needs of the City outlined in the RFP. VUEWorks® is a web-enabled GIS-integrated enterprise asset management software solution that has been deployed and leveraged successfully by organizations and agencies all throughout the US and Canada. VUEWorks® is designed to support the full life-cycle of an asset from managing work and resources, tracking the condition, minimizing failure risk and optimizing expenditures and service delivery. VUEWorks® is an Esri Gold business partner and is recognized by Esri as a best-in-class work and asset management solution, integrating directly with Esri GIS data, requiring no customization.

Performance-based asset management breaks the asset management life-cycle down into five primary categories:

- Core assets (GIS and non-spatial assets)
- Work management (Service Requests and Work Orders)
- Resource management (Labor, Equipment, and Inventory)
- Risk-based asset management (Condition, Risk, and Valuation
- Plan management (Budget Forecasting and Projects)

Each of these categories are equally important in assessing, evaluating, planning, and maintaining alignment between organizational goals and the efficient, cost-effective utilization of limited resources. This is critical to effectively maintain an organization's infrastructure and assets in a sustainable state of good repair and meeting asset performance expectations.

VUEWorks® modules are building blocks where in each step the asset information is growing richer and more valuable for decision support. VUEWorks® Core allows for map and data sharing. VUEWorks® Work Management tools integrate with VUEWorks® Core and create relationships between asset features and the resources used to maintain them – those resources themselves fully managed in VUEWorks® Resource Management tools. This integration provides greater functionality for standard daily, weekly, monthly and as-needed tasks to maintain assets. Organizations that incorporate strategic asset management consider their assets from a long-term perspective taking into account condition and risk to understand the true value and life for optimizing work plans. These functions are managed through VUEWorks® Risk-Based Asset Management tools. Using this data along with VUEWorks® Plan Management tools, an organization can run scenarios, track projects and generate reports to support long term planning.

Core Assets is the GIS-centric listing of all the individual infrastructure assets that make up an asset, system or network that requires periodic reactive or routine maintenance to keep it in a state of good repair. Core Assets consists of a real-time integration with Esri's ArcGIS Server REST end-point services to allow your registry of assets mapped in GIS to be used as your asset inventory against which Service Requests and Work Orders, Resources, Risk-based Asset Management and Budget Forecasting can be applied. For non-spatial assets and information that also requires management, VUEWorks® offers a Facilities module that can be tailored to manage information related to assets such as assets within a building or fleet.

Work Management is the timely coordination and efficient execution of activities that are in alignment with organizational goals for maintaining infrastructure in a state of good repair. Work management consists of Service Requests and Work Orders. Service Requests encompass requests made upon an organization for information or for action, typically in way of a defined work activity. Requests can be internal or external. They can come from departments internal to the organization or from citizens and stakeholders' external to the organization. Work Orders encompass reactive, proactive, capital and preventative maintenance work orders to organize and execute work. Work Management is integrated with or may be used separately from Resource Management.

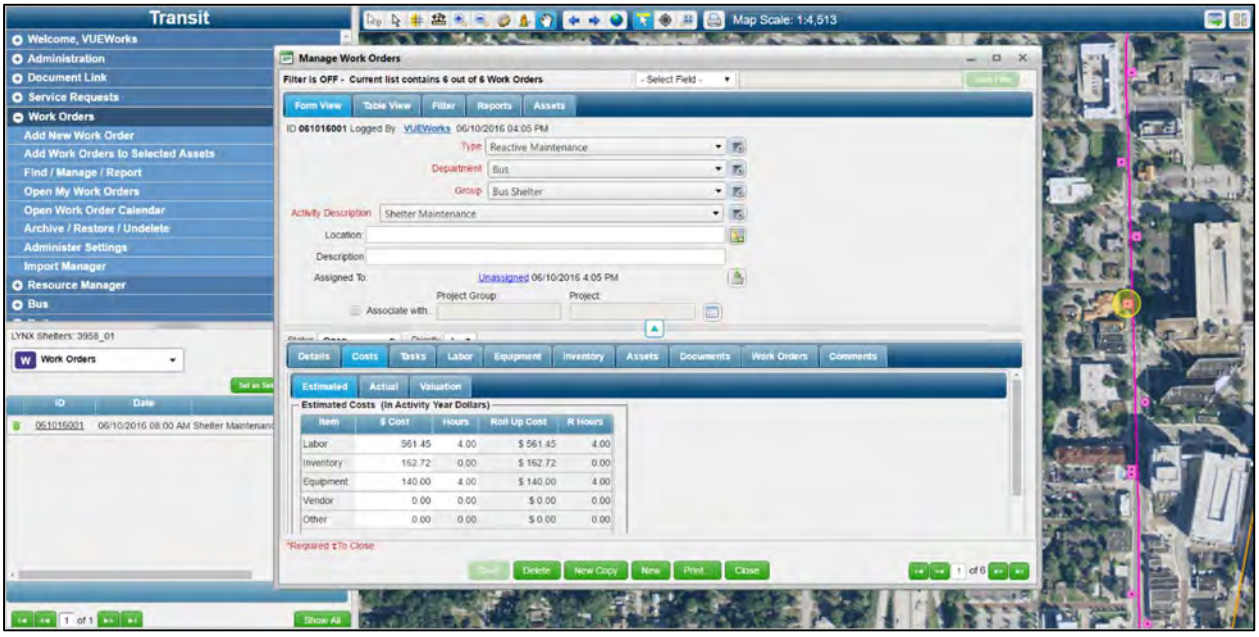
Resource Management allows you to efficiently manage work activities by managing the limited resources required to execute those activities. These resources include detailed information about labor, equipment and material inventory as well as contracted labor, equipment and/or inventory provided by vendors. Log resources against a Work Order for tracking and Activity Based Costing. Track stock materials, quantities on hand, locations and trigger re-ordering.

Risk-Based Asset Management is the process of maintaining infrastructure in a sustainable state of good repair based on how a particular asset performs or deteriorates over time. Risk-based asset management includes the routine inspection and condition assessment of assets within an infrastructure network in order to compare a single asset's performance against the general performance of all like assets. In risk- based asset management, each asset is also assessed for risk related to the likelihood and consequence of failure of that specific asset. These risk factors are used in prioritization when creating work plans and budgets. Other considerations in risk-based asset management are the valuation of an asset and "cost of ownership" through an asset's life-cycle, as well as replacement costs.

Plan Management brings together budgets and plans for annual programs, capital improvement plans and master plans. This allows organizations to analyze the impacts of annual programs to determine what the next set of projects and budgets should be to align master plans and organizational goals. An important step within Plan Management is the analysis of different routines, capital and long-term programs and plans using "what-if" scenarios. Organizations can create, for instance, capital improvement plans that model out both "budget" and "impact on asset condition" and include additional useful life of the asset based on plan scenarios. The capability to run multiple plan scenarios to get the right mix of "budget" and "impact" to maintain infrastructure networks in a state of good repair is a critical function of a performance-based asset management system.

Preventative Maintenance / Work Order Management

The VUEWorks® Work Order module combines the power of computerized maintenance management systems (CMMS) with geographic information systems (GIS) to manage and plan work activities. Work orders to support maintenance activities for vehicles and equipment for can be configured to match your existing work order forms to maintain the look and feel of your existing workflow, right down to the activity level. Easily create preventative maintenance schedules linked to a calendar to view activities by day, week or month in order to significantly reduce or eliminate redundant data entry. Trigger work orders based on data measurements or events from SCADA systems or other data links. The Work Order module can be integrated with other VUEWorks modules. It is through these tools that VUEWorks provides for efficient work order management and productivity.



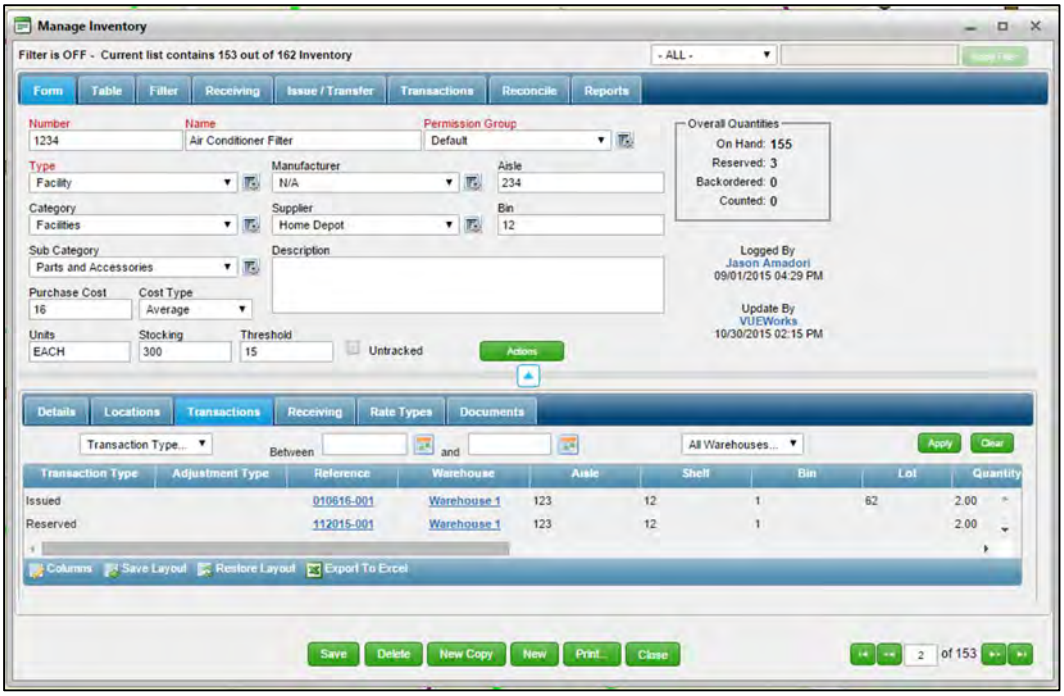
Work Orders track all costs associated with the maintenance and operational activites that an organization carries out. Personnel labor (both direct and indirect), equipment charges, and inventory usage are captured granularly with an overall role up of costs to the overall work order or project. Any unused inventory can be credited or returned to the warehouse that it was orginally debited from.

Features & Benefits

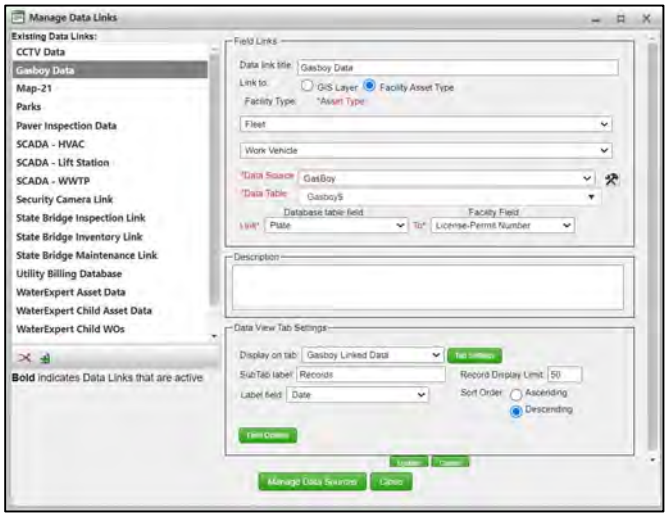
- ✓ Work order forms can be user defined to fit your “look & feel” and existing work process
- ✓ Attach work orders to any physical asset on the map or non-GIS asset in the Facilities module for easy reference
- ✓ Robust reporting features include pre-defined report templates and wizards
- ✓ Automated email notices can be sent to any email program
- ✓ Work orders can be logged from the field in a fully disconnected mode.

Materials/Parts/Fuel/Inventory Management

The VUEWorks® Advanced Inventory module is a transaction-based inventory model where all transactions are recorded in the system such that a complete financial audit trail can be kept for all transactions relating to inventory. This module supports accurate inventory management and best practices and is capable of tracking invoices and purchase requisitions.



VUEWorks® does not replace existing fuel service applications. However, VUEWorks® is capable of linking directly into the data from third-party systems using spreadsheets, Microsoft Access, SQL, Oracle and/or any ODBC-compliant database. Linked data can be used to auto-populate dropdown lists, auto-populate information in modules (such as Fuel System data or AVL data), trigger work orders (e.g., from Fuel System data), is available for reporting and is a great way to maintain visibility into legacy databases without the cost or complexity of migrating the data into VUEWorks®. Linked data can also be associated with GIS features, allowing spatial queries to be performed on data that is external to VUEWorks® such as SCADA, custom databases or other data sources. External databases can have any type of data in their columns. Because VUEWorks® is a 100% web-based application, as soon as the new data is collected from the web form it is immediately available for display, reporting and other uses.



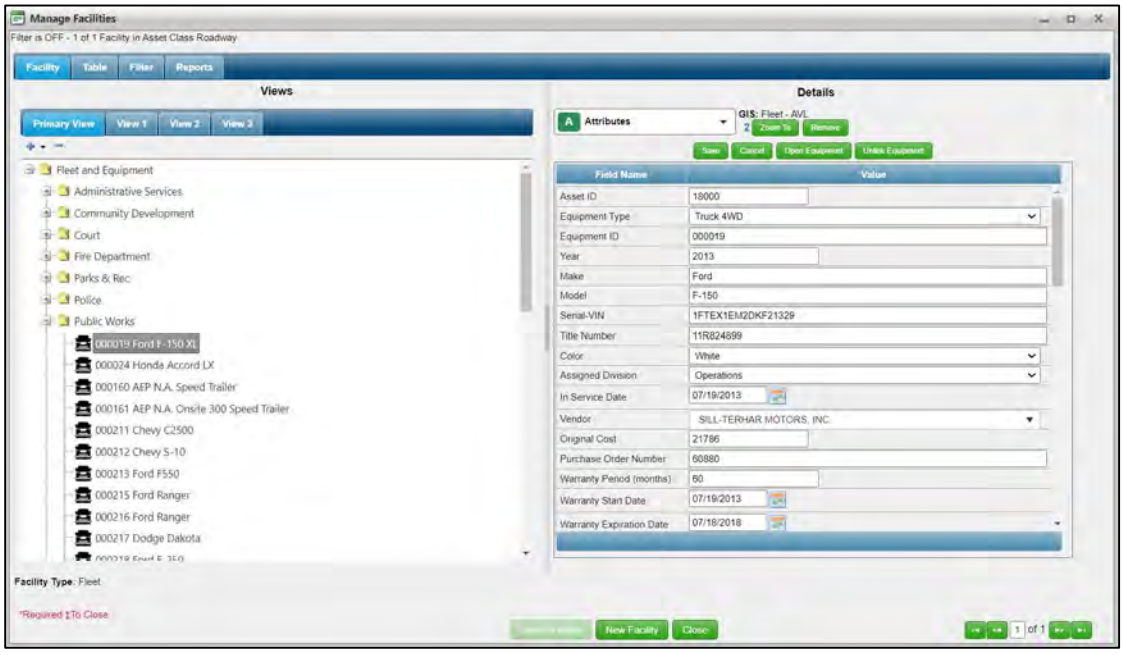
Above we see a data link from a leading fuel system linked into VUEWorks®. This inherently makes the external fuel system data, such as mileage, available within VUEWorks® for the operations listed above.

Features & Benefits

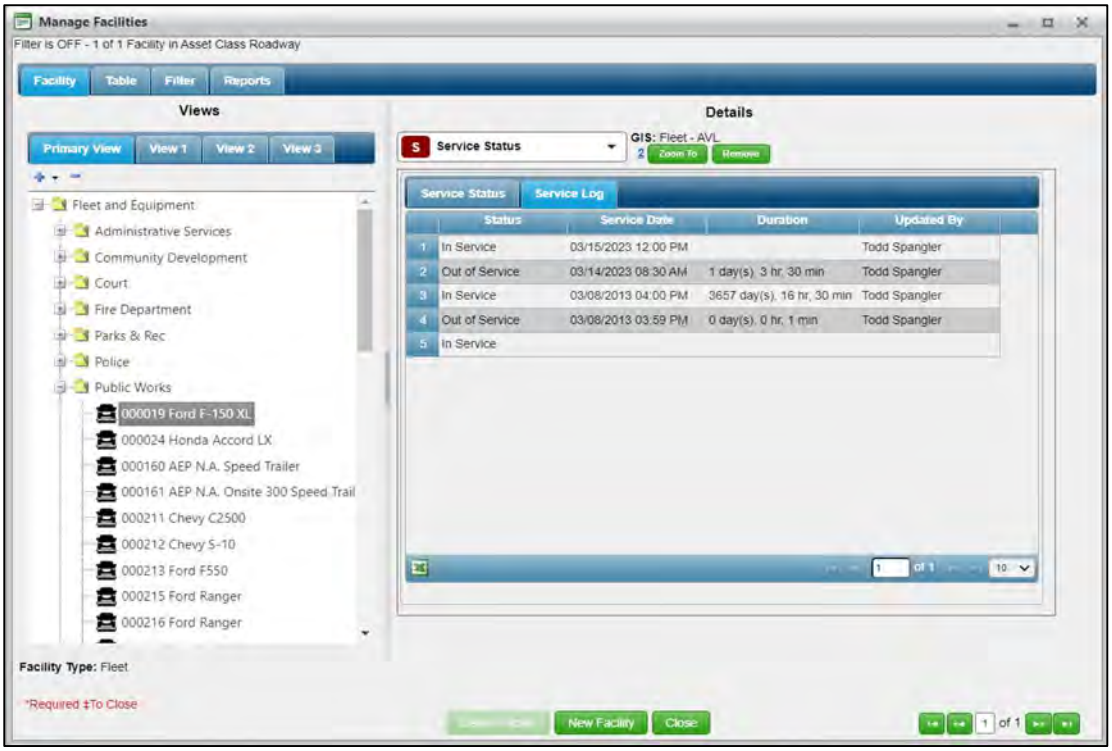
- ✓ Transaction-based inventory model
- ✓ Ability to organize inventory into user defined categories and subcategories
- ✓ Manage an unlimited number of warehouses with inventory items
- ✓ Assign inventory to various locations within a warehouse and organize into aisles, shelves and bins
- ✓ Transfer inventory items between warehouses
- ✓ Receive inventory items either manually or through Purchase Requisitions
- ✓ Issue inventory items to work orders or manage a return of an inventory item
- ✓ Ability to reconcile a physical count of an inventory item with the count in the system
- ✓ Manage transaction types for inventory items
- ✓ Grouping of inventory items as “Kits” for common maintenance activities
- ✓ Manage suppliers and manufacturers
- ✓ Automate purchase order related processes based on inventory stocking and threshold levels
- ✓ Link documents such as maintenance instructions to inventory items
- ✓ Equipment can be issued and returned similar to inventory items

Downtime Tracking/Asset/Warranty Management

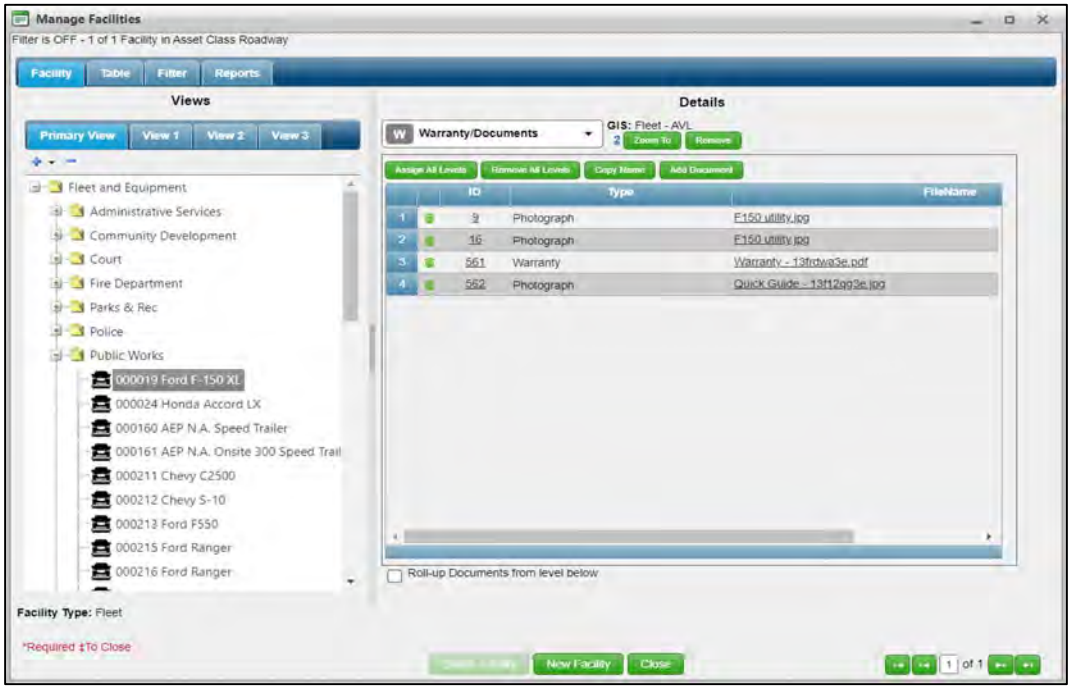
The VUEWorks® Facilities module provides access to physical assets which need historical service/work records, data links, condition assessment, valuation, preventative maintenance scheduling, downtime tracking and access to key operational documentation. The types of asset that can be managed are virtually limitless including fleet, heavy equipment, and building components. The Multi-view feature allows assets to be organized in different categories (e.g., location/floor level, department or manufacturer). This customer specific organization tool provides for separate groupings for revenue and non-revenue vehicles and is capable of tracking and billing costs by vehicle or equipment. The VUEWorks® Facilities data linking features combined with the Work Order module allow automatic work orders to be issued based on user defined triggers from a AVL, Fueling,SCADA or ITS database.



Downtime tracking is completed using VUEWorks® Service Status tool. This tool provides the ability to both track unscheduled and plan scheduled downtime of vehicles, equipment, and rolling stock.



Warranty management is accomplished with a combination of document attachment. Population of warranty expiration dates which can be displayed on any work order associated with the vehicle or piece of equipment, and preventive pre-warranty expiration inspection triggers.

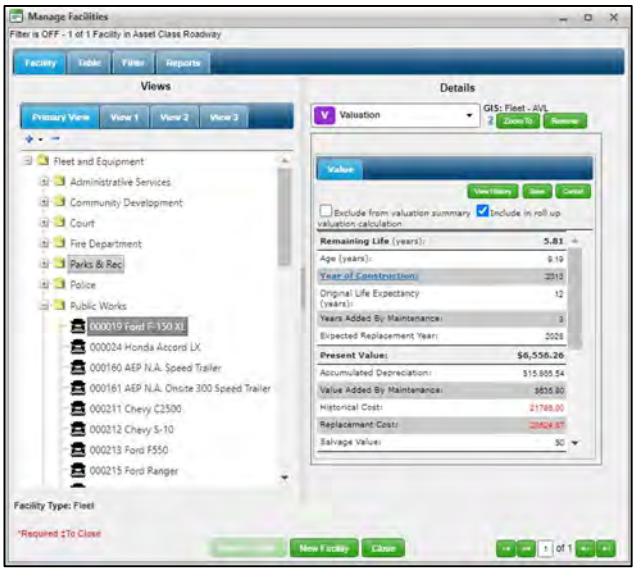


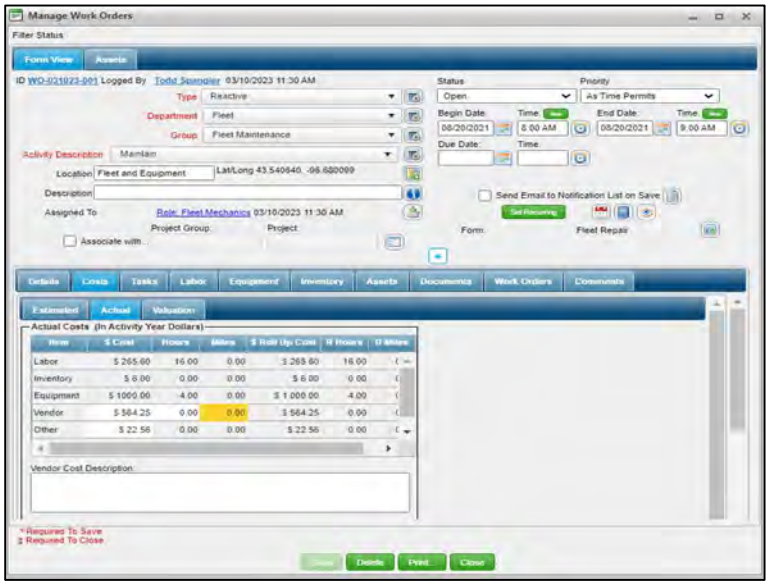
Features & Benefits

- ✓ Manage non-GIS assets like fleet and heavy equipment
- ✓ Create and organize assets in a hierarchical structure for easy reference
- ✓ Inventory fleet and mobile equipment in the Resource Manager module for use with work orders
- ✓ Structure your asset hierarchy to include work orders, condition, valuation and more
- ✓ Manage facilities with trigger work orders based on equipment run-time, warranty expiration, or other data (e.g., AVL systems)
- ✓ Track scheduled and unscheduled equipment downtime

Cost Management

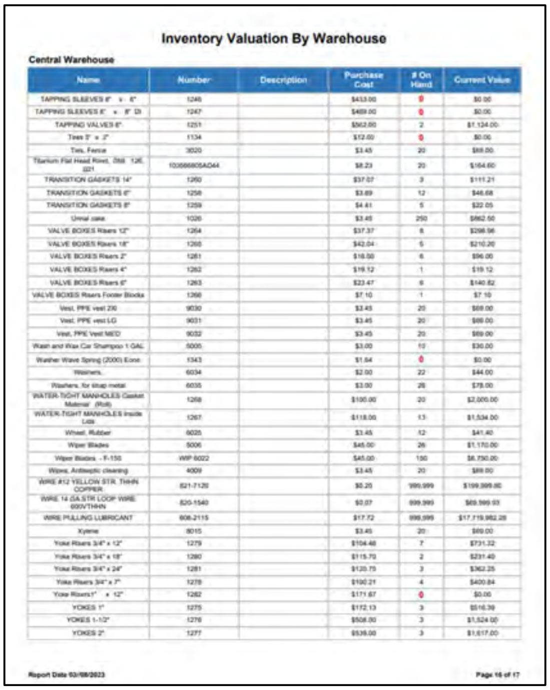
VUEWorks® manages costs related to operational and maintenance work by tracking the Labor, Equipment, Inventory, Vendor, and other associated costs. When associated to an asset or assets these costs are then also tied to the asset. When work related to these costs increase the value or extend the life of an asset, the value and life of an asset can be increased directly through the work order thereby keeping the valuation and effective age of an asset current in a seamless manor. Furthermore, through the valuation module, depreciation is tracked to assist in GASB 34 reporting. Because of the connected nature of tracking costs through the VUEWorks® application, Cost Management can be tracked at any level and based on work categorization, fund accounts, assets, and other customer specific methodologies.





Accounting Management (pertaining to receipt management for inventory)

Inventory management from item requisition, receipt, reservation, usage, back ordering, transfers, and reconciliation additions and subtractions are all managed with in the VUEWorks® Inventory module. Each transaction creates an accounting entry that allows for the full accounting of inventory costs and charges. The VUEWorks® reporting engine can then create any report necessary to support proper accounting management of inventory charges and value.



Inventory Valuation By Warehouse

Central Warehouse

Name	Number	Description	Purchase Cost	# On Hand	Current Value
TAPPING SLEEVES 8" x 8"	1246		$433.00	0	$0.00
TAPPING SLEEVES 8" x 8" DI	1247		$469.00	0	$0.00
TAPPING VALVES 8"	1251		$562.00	2	$1,124.00
Tees 3" x 2"	1134		$12.00	0	$0.00
Ties, Fence	3020		$3.45	20	$69.00
Titanium Flat Head Rivet, [illegible] 126, 221	1036666805AD44		$8.23	20	$164.60
TRANSITION GASKETS 14"	1260		$37.07	3	$111.21
TRANSITION GASKETS 6"	1258		$3.89	12	$46.68
TRANSITION GASKETS 8"	1259		$4.41	5	$22.05
Urinal cake	1026		$3.45	250	$862.50
VALVE BOXES Risers 12"	1264		$37.37	8	$298.96
VALVE BOXES Risers 18"	1265		$42.04	5	$210.20
VALVE BOXES Risers 2"	1261		$16.00	6	$96.00
VALVE BOXES Risers 4"	1262		$19.12	1	$19.12
VALVE BOXES Risers 6"	1263		$23.47	6	$140.82
VALVE BOXES Risers Footer Blocks	1266		$7.10	1	$7.10
Vest, PPE vest 2XL	9030		$3.45	20	$69.00
Vest, PPE vest LG	9031		$3.45	20	$69.00
Vest, PPE Vest MED	9032		$3.45	20	$69.00
Wash and Wax Car Shampoo 1 GAL	5005		$3.00	10	$30.00
Washer Wave Spring (2000) Econ	1343		$1.64	0	$0.00
Washers	6034		$2.00	22	$44.00
Washers, for strap metal	6035		$3.00	26	$78.00
WATER-TIGHT MANHOLES Gasket Material (Roll)	1268		$100.00	20	$2,000.00
WATER-TIGHT MANHOLES inside Lids	1267		$118.00	13	$1,534.00
Wheel, Rubber	6025		$3.45	12	$41.40
Wiper Blades	5006		$45.00	26	$1,170.00
Wiper Blades - F-150	WIP 6022		$45.00	150	$6,750.00
Wipes, Antiseptic cleaning	4009		$3.45	20	$69.00
WIRE #12 YELLOW STR. THHN COPPER	821-7120		$0.20	999,999	$199,999.80
WIRE 14 GA.STR LOOP WIRE 600VTHHN	820-1540		$0.07	999,999	$69,999.93
WIRE PULLING LUBRICANT	608-2115		$17.72	999,999	$17,719,982.28
Xylene	8015		$3.45	20	$69.00
Yoke Risers 3/4" x 12"	1279		$104.48	7	$731.32
Yoke Risers 3/4" x 18"	1280		$115.70	2	$231.40
Yoke Risers 3/4" x 24"	1281		$120.75	3	$362.25
Yoke Risers 3/4" x 7"	1278		$100.21	4	$400.84
Yoke Risers1" x 12"	1282		$171.67	0	$0.00
YOKES 1"	1275		$172.13	3	$516.39
YOKES 1-1/2"	1276		$508.00	3	$1,524.00
YOKES 2"	1277		$539.00	3	$1,617.00

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Inventory Valuation By Warehouse

Central Warehouse

Name	Number	Description	Purchase Cost	# On Hand	Current Value
YOKES 3/4"	1274		$107.90	14	$1,510.60
				Total Inventory Valuation for Central Warehouse:	$88,349,811,275.38

Central Warehouse Utilities Section

Name	Number	Description	Purchase Cost	# On Hand	Current Value
TAPPING SADDLES 12" x 3/4"	1244		$188.89	0	$0.00
				Total Inventory Valuation for Central Warehouse Utiities Section:	$0.00

Field Truck 1

Name	Number	Description	Purchase Cost	# On Hand	Current Value
1 1/2" Pipe Copper (Water)	1252	20 FT	$32.54	67	$2,180.18
10" C900 Pipe (Water)	1288	20 FT	$12.65	31	$392.15
10" Pipe SDR 21 (Water)	1225	20 FT	$55.51	6	$333.06
6" C900 Pipe (Water)	1290	20 FT	$93.20	3	$279.60
6" Pipe SDR 35 (Sewer)	1222	13 FT	$23.53	12	$270.80
Aluminum Sheeting - Octagonal	999-1234	Blank Sheeting	$45.00	5	$225.00
Asphalt, Perma Patch	6001		$3.80	63	$239.40
Bags, Trash	1001		$4.40	0	$0.00
Bolts, for strap metal	6004		$3.45	6	$20.70
Bolts, Grade 8 bolts	6005		$0.20	4	$0.80
Bolts, U Bolt for private property signs	6006		$3.45	4	$13.80
METERS 5/8" I Pearl	1200		$176.00	10	$1,760.00
Nuts, for strap metal	6019		$3.45	4	$13.80
Salt - Road and Sidewalk Ice Removal	100234		$5.00	10	$50.00
Sign Assembly Hardware Kit	999-1002	Hardware (nuts/bolts) for sign assemblies	$145.00	4	$580.00
Steel Post 2" x 2" 8ft length	999-1001	Steel post for sign assemblies	$20.00	4	$80.00
Stop Sign	55555	Stop Signs	$159.25	4	$637.00
				Total Inventory Valuation for Field Truck 1:	$7,076.09

Whitewater gravel Yard

Name	Number	Description	Purchase Cost	# On Hand	Current Value
1 1/2" Pipe Copper (Water)	1252	20 FT	$32.54	22	$715.88
				Total Inventory Valuation for Whitewater gravel Yard:	$715.88

Total Inventory Valuation: $88,349,822,294.19

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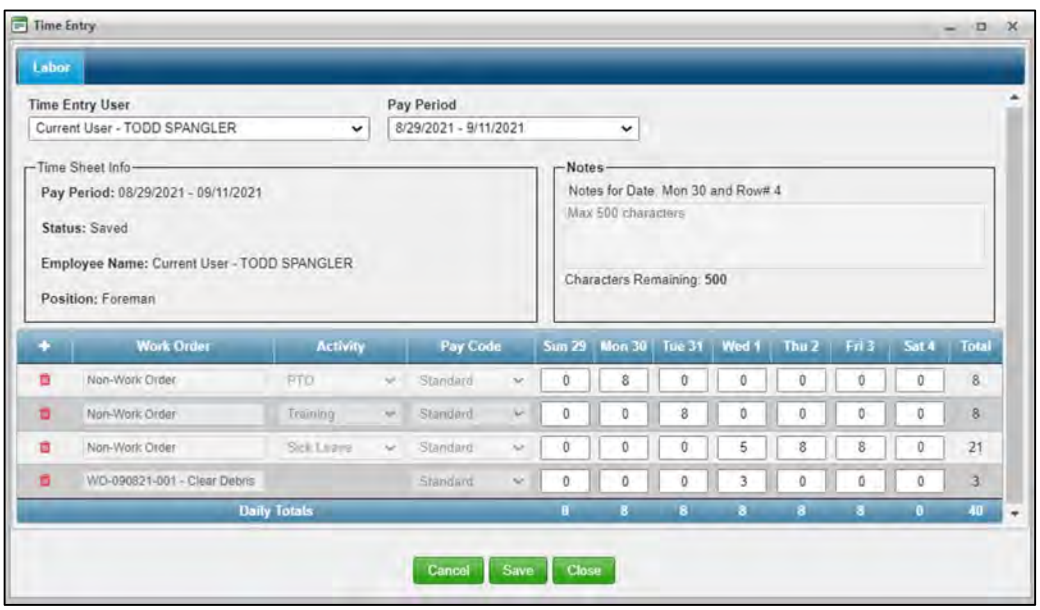
Direct and Indirect Labor Management

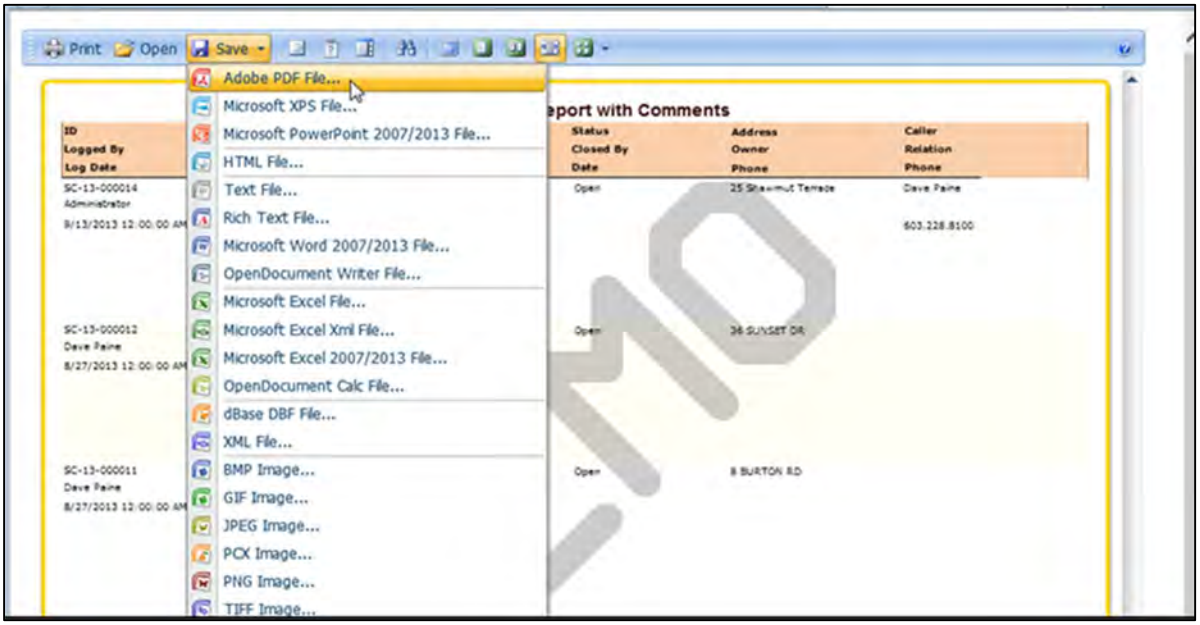
Direct labor is recorded against work orders within the VUEWorks® application tracing the hours and cost to the direct work being accomplished. Indirect labor is captured within the Time Entry module. This module allows for labor to be charged to training, shop clean-up, leave hours such as vacation and sick leave, administrative time, or any other indirect labor category. Within the Time Entry module direct labor hours are displayed as well as indirect labor hours to aid in staff tracking of all hours worked.



Reporting

VUEWorks® is capable of visualizing charts, reports and graphs of various reports available through its user-configured dashboards. These dashboards are data-driven, so the user can specify each data source (GIS, Condition module, Risk module or linked data) and then render a report based on the user's needs. Dashboards are an excellent way to provide visibility into the user's data to support high-level decision-making.

VUEWorks® includes its own native reporting engine and query/report user interface for all modules that includes standard reports and the ability to create and edit user defined reports. VUEWorks® supports full reporting Standard and Dynamic Reporting against all data fields in all user interfaces, as well as full reporting against linked data and the GIS database. Report data can be exported into many file formats including but not limited to Excel, dbase, csv, Word and PDF to name a few. VUEWorks® is also able to integrate with third-party reporting tools and BI tools. All tools needed to create, edit, and schedule any report within the application is provided allowing for customer generated management reporting capabilities.



VUEWorks is capable of linking directly into spreadsheets, Microsoft Access, SQL, Oracle and any ODBC-compliant database. Linked data can be used to auto-populate dropdown lists, auto-populate information in modules, or ownership information. All linked data is available for reporting and is a great way to maintain visibility into legacy databases without the cost or complexity of migrating the data. Besides having the ability to databases any type of document can be linked to assets in the system. Furthermore, what sets VUEWorks apart from other asset management systems is its approach to strategic asset management.

Price Proposal

The pricing should include the full software documentation, one year of maintenance and support including any and all updates that may be required in accordance with specifications. Costs that are not itemized on this bid sheet but are necessary for a full system implementation will be considered standard and included in the total cost.

Table A - Costs Associated with Installation/Implementation and Year 1 Costs of New MMS

QTY	UOM	ITEM DESCRIPTION	PRICE
		Project Management- includes all project management services for full implementation (All travel and administrative costs are also included in this price).	$ 181,000.00
		Full data migration/conversion from Fleetnet to new software including: Fully migrating all existing parts and fluids in RTS' inventory. Fully migrating all vehicles, equipment, buildings, shelters, and bus stops. Fully migrating preventative maintenance historical data	$ 32,500.00
		Installation of Software including all travel costs and days on site Installation of software to be fully remote. No on-site days required.	$ 5,000.00
		Cost to Integrate with Fleetwatch	$ 15,000.00
		Cost for partial integration with Clever Devices	$ 10,000.00
		License Fees- Cost for Year 1, 25 Concurrent users, unlimited named users, and two environments, Production and Test	$ 41,000.00
		Cost for Training	$ 15,000.00
		Total Cost	$299,500.00

Table B - Annual Maintenance and Support Costs

These fixed costs are for Year 2 through Year 5 and must include any update/upgrade costs.	
	Cloud Hosted
Year 2	$41,000.00
Year 3	$41,000.00
Year 4	$41,000.00
Year 5	$41,000.00

Annual Maintenance and Support Services Fee Includes:

VUEWorks® annual maintenance and support services includes technical support, new releases and support for upgrading, all new enhancements, access to the VUEWorks® help portal with user guides, how-to videos, access to previous monthly webinars, invites to monthly webinars and user group online meetings.

Optional Annual Cloud Hosting Fee Includes:

VUEWorks® annual cloud hosting fee for hosting in the DTS Private Cloud includes two City instances of the application, Production and Sandbox, automatic back and restore via two physical server locations with the primary in Orlando, FL and the secondary in Dallas, TX, nightly downloads of the production environment VUEWorks database via a scheduled, secured FTP file download to City services upon request, and rolling three weeks of direct backups.

All travel and administrative costs are included in the Fixed Price for the associated line item. No travel or administrative costs will be billed separately.

NOTE: If travel is involved in the execution of an awarded contract for this solicitation, should any air travel be required the City's travel policy allows for Coach air travel only. All other travel will be billed in accordance with the Federal General Services Administration rates which can be found at: https://www.gsa.gov/travel/plan-book/per-diem-rates. In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only -no mark-up. Evidence of these expenditures will be submitted when invoicing the City. Travel and administrative costs should be identified in the Price Proposal.

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Qualifications

Data Transfer Solutions, LLC (DTS), a Florida-based limited liability company, has been in business for 17 years. DTS offers comprehensive experience and subject matter expertise in the fields of asset management, enterprise planning & implementation, and mobile asset collection; and is the owner, operator, and implementer of the VUEWorks® Enterprise Asset Management Software. In October 2017, DTS became a wholly owned subsidiary of Atkins North America, Inc. DTS has 60 full-time employees and has access to thousands of Atkins subject-matter experts as needed. DTS acquired the VUEWorks® software in 2012 and has been licensing the software since that time. DTS has been implementing VUEWorks® going back to our establishment in 2006.

DTS delivers technical solutions to facilitate efficient decision-making through three primary areas:

1. Asset Management - VUEWorks® asset management software helps clients solve a variety of asset, facility, work order and GIS challenges. The asset management capabilities of VUEWorks® enable us to provide our clients with database inventories of any asset type within a retrievable system that allows them to maintain, track and improve their infrastructure. DTS also invests highly in R&D activities to keep VUEWorks® current with the latest trends in asset management.

2.. Enterprise Planning & Implementation - DTS provides enterprise planning, business process analysis, systems implementation and applications development services to all sectors of government. DTS helps clients define their spatial information technology vision, mission and strategic objectives. DTS can implement data from multiple sources, provide user friendly tools to support various planning activities, improve the efficiency and effectiveness of performance at the system level and promote effective communication amongst stakeholders, including the public. The enterprise resource plan prioritizes projects and applications designed to guide an agency towards its goals.

3. Mobile Asset Collection - Our Mobile Asset Collection (MAC) vehicles are equipped to visually locate road assets and condition information for use in databases we create for our clients. Using high-resolution cameras, a laser scanner and GPS technology, the vehicles are able to calculate, with high accuracy, the geographic location of any above-ground asset, populate a GIS database with collected assets and even deliver the asset inventory in VUEWorks®. Our MAC fleet is heavily-used for pavement condition data collection, sign MUTCD data collection and right-of-way data collection.

VUEWorks® Approach to Asset and Maintenance Management

VUEWorks® has been a full-service asset and work management software since 2002 with the purpose to provide users with software that is an asset agnostic, web-enabled integrated GIS, enterprise asset management solution utilized in tracking the condition, minimizing failure risk and optimizing expenditures and service delivery of physical assets. VUEWorks® specializes in state, county and city software system implementation, integration and training. Over 140 current implementations of VUEWorks® are active in the United States and Canada. We provide services directly to our customers for all elements of system implementation, training and data conversion.

The principles of an effective, efficient and sustainable comprehensive maintenance and asset management program are:

- Collection, sustainment and measurement of an asset inventory
- Collection, sustainment and measurement of asset management activities
- Integration of asset data across multiple business units and systems
- Analysis of alternative project, maintenance, preservation and operational activities on asset value, condition, effectiveness and life
- Reporting on asset value, condition, effectiveness and life over time

These 5 principles represent a collective set of functionalities that needs to be met by an asset management program. In most cases, they are not met by a single system, but a collection of solutions, technologies and efforts. Any organization seeking a comprehensive

asset management program needs these capabilities across a wide variety of asset information including fleet (rolling stock), buildings, signs, ITS infrastructure and others. Therefore, it is critical that the maintenance and asset management system be able to integrate a multitude of data formats, systems, and platforms. VUEWorks® is asset-agnostic, and its architecture was developed with to accommodate these integrations.

VUEWorks® is fully compliant with open standards for asset management such as ISO 55000, PAS 55, PAS 1192-3 and others, as well as accepted best practices found in the International Infrastructure Management Manual (IIMM), the Institute for Asset Management (IAM) guidelines and the Global Forum on Maintenance and Asset Management (GFMAM). These standards, and the accompanying best practices for how to implement them, form a core part of the VUEWorks product design and functional capabilities as well as guide ongoing product development and our implementation process.

ISO 55000 states, "Asset management involves the balancing of costs, opportunities, and risks against the desired performance of assets to achieve the organizational objectives." VUEWorks® enables users to optimize both operations and maintenance (tactical) and capital renewal planning (strategic) objectives to ensure assets are meeting the desire service level at an optimal cost and within acceptable levels of risk.

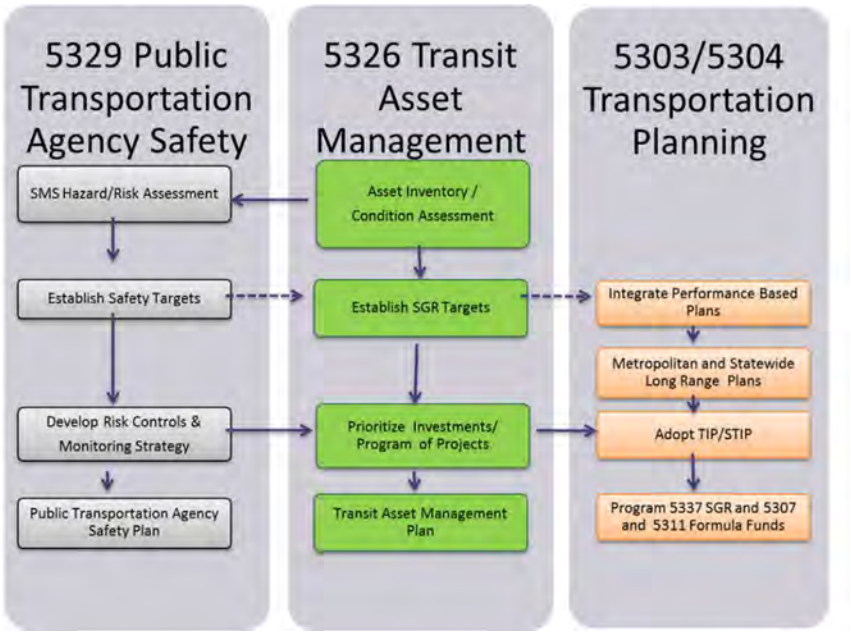
This is done through the seamless interaction of VUEWorks® asset management modules (Condition, Risk, Budget Forecasting and Valuation) with VUEWorks® operations and maintenance modules (Service Request, Work Order, Facilities and Core). Using different 'what if' scenarios, VUEWorks® allows users to combine different funding amounts, risk tolerances and asset failure modalities (condition, capacity, fit for purpose, regulatory, obsolescence, etc.) into asset renewal and maintenance strategies. This enables users to understand how assets perform over time and whether they will meet the required levels of service the organization seeks to provide to its constituents.

Asset management maturity varies widely from organization to organization, and within an organization will mature over time. VUEWorks® provides a scalable asset management platform that meets the requirements of asset management standards for organizations of all maturity levels, as shown in the Asset Management Maturity Scale (Figure 1 below) published by the IAM.

Figure 1: Maturity Scale

The effective implementation of asset management standards requires the organization to have a stated objective it seeks to achieve. Asset management is the management system (or process) the organization employs to ensure it uses its assets as effectively as possible in pursuit of its objectives. VUEWorks® is an asset management platform that enables senior management to define organizational objectives and service level targets and connects this vision with the tactical day to day operations and maintenance activities that must be carried out against the asset portfolio in order to reach the objectives; within budget constraints and tolerance for risk.

DTS has been helping transit agencies meet their mandates and achieve their missions since inception. Today, DTS is continuing this tradition through VUEWorks® - a commercial off-the-shelf (COTS) software solution. VUEWorks® was initially developed as a web-based solution for the development of asset management plans based on performance-based asset management philosophies. Performance-based asset management is a holistic approach to operational and life-cycle asset management which encompasses asset management components. It is extremely critical to employ a holistic approach to managing aging infrastructure as populations and asset inventory counts continue to grow while budgets and staff continue to shrink or stagnate. Over the years VUEWorks® has evolved into an asset management platform with a continued strong grounding in performance-based asset management.



How specifically can performance-based asset management and VUEWorks® assist transit agencies with the development and initial submittal of their asset management plans for program certification? The key requirements in the asset management plan development process and how the VUEWorks® solution may assist are discussed below.

State of Good Repair

The transit agency needs to establish a process for conducting a system wide performance gap analysis of the agency's transit assets. The process must also address strategies for closing any identified gaps. A performance gap analysis identifies deficiencies in the areas of asset condition, capacity, design or travel safety that are below the desired system performance level for those assets.

The VUEWorks® Solution

VUEWorks® can assist with a performance gap analysis of the agency's transit assets:

- allows for all GIS and non-GIS assets to be viewed and analyzed in one central application.
- allows for all GIS and non-GIS asset to be attributed and compared by:
    - Current condition
    - Future estimated condition
    - Design capacity and average daily use
    - Compliance with design standards and specifications
    - Traffic accident data
    - Likelihood and consequence of failure
    - Other user-defined criteria

- allows for comparison reporting on existing asset conditions versus performance targets to determine where gaps may be present.
- allows for the modeling of asset condition to determine work plans, budgets and condition impacts to bring assets within performance targets.

Life-cycle Cost Analysis

The transit agency needs to establish a process for conducting life-cycle cost analysis (LCCA) for the different asset classes that collectively make up the network in order to develop a TIP for the life of each asset – from the current state of the asset until its ultimate reconstruction, replacement or disposal. A Strategic Treatment Plan looks at all possible treatments over the life of an asset to keep the asset at a performance level that is cost effective and does not compromise the network's capacity, safety or long-term life-cycle cost. Aspects of the LCCA include:

1. A defined process for estimating costs to manage and maintain an asset class, or groups of assets, over their useful life.
2. Addressing the desired condition for each type of asset.
3. Addressing asset deterioration models (also known as deterioration curves, D-curves or performance curves).
4. Identifying potential treatment options for different asset types and the conditions upon which the treatment may be applied.
5. A strategy for achieving established performance targets while minimizing the life-cycle costs of asset ownership.

The VUEWorks® Solution

The VUEWorks® Budget Forecasting module can assist with conducting life-cycle cost analysis across asset classes in a network to determine long-term treatments and budget needs:

- can aid in the development of a Strategic Treatment Plan for different assets and asset classes that make up a network. This can be done for brand new assets or existing assets, from initial installation until reconstruction, replacement or disposal.
- can be used as a tool to manage an agency's process for estimating costs to manage and maintain an asset, a class of assets or a grouping of assets over its useful life.
- can create and track an unlimited number of user-defined deterioration curves. Deterioration curves can be used in VUEWorks® to model an asset, group of assets or network of assets for raising up-to or maintaining a desired condition.
- allows for the establishment of performance targets and processes to minimize life-cycle costs of assets by allowing an agency to select from user-defined risk and failure probability criteria. This allows the agency to define how treatments will be prioritized and assigned based on failure modes such as capacity or condition in order to pre-determine the impact of a treatment on the life-cycle cost of an asset.

Risk Assessment

The Transit Agency needs to establish a process for assessing risk related to a given transit asset that could impact that asset's physical condition, capacity, or performance in emergencies or over the long-term. Risks to an asset's physical condition or its ability to perform can include one or more factors including extreme weather and climate change, seismic activity, traffic volume, traffic loads, sub-par construction materials or time between treatments. As part of a risk-based asset management plan, the transit agency is expected to develop an approach to monitor, measure and report on high-priority risks to an asset's or network's performance. Aspects of a Risk Assessment (RA) include:

1. A defined process for identifying, assessing, monitoring and mitigating condition and performance risk against an asset.
2. The assessment of each risk's likelihood, impact and consequence.
3. Evaluation and prioritization of each risk.
4. A mitigation plan to address the top priority risks identified.
5. A process for monitoring and reporting on top priority risks.

6. The utilization of work orders to identify risky assets based on the number of activities assigned to them.

The VUEWorks® Solution

The VUEWorks® Risk module allows an agency to capture stakeholder concerns in a risk assessment model to strategically prioritize limited resources and asset treatments. The VUEWorks® Work Order module can be used to assign treatment activities to be performed on an asset by transit agency staff or contractors to mitigate the highest priority risks:

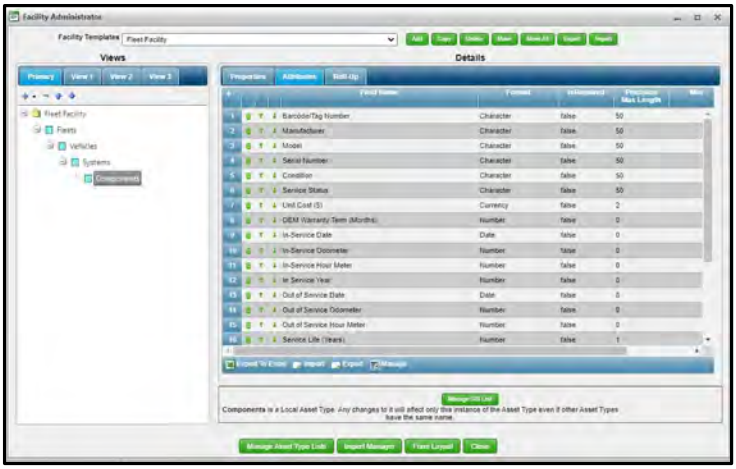
- can be used to monitor, measure and report on high-priority risks to an asset's or network's performance in order to determine the consequences of failure by analyzing failure modes and probabilities of assets or a network.
- utilizes consequence of failure values as a measure of criticality when comparing assets and allows for up to ten consequences and failure modes for each asset type.
- utilizes risk data in life-cycle cost analysis and budget forecasting in order to determine asset maintenance and replacement needs.
- allows for requests for service and work orders from the VUEWorks® Service Request and Work Order modules to be used as a variable to help determine and prioritize risk.

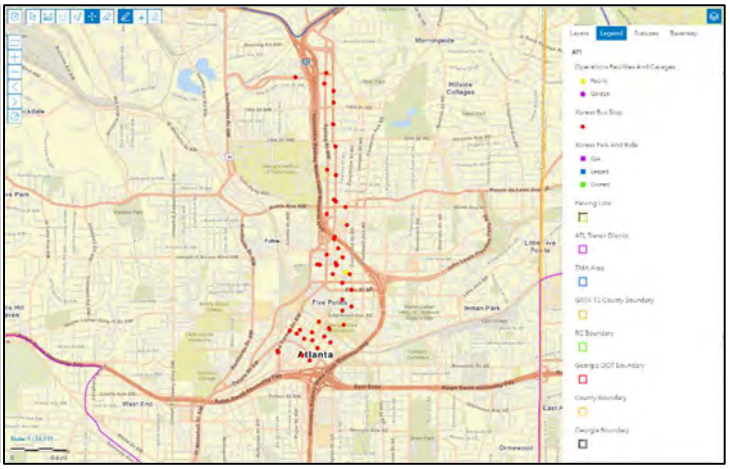
DTS Team Experience and References

Reference No. 1	
Client Name:	Atlanta-Regional Transit Link Authority
Address (include City, State, and Zip):	245 Peachtree Center Ave NE #2200, Atlanta, GA 30303
Contact person with the City:	Jorge Pubillones
Telephone number:	(404) 893-2051 or (470) 725-0365
Email address:	jpubillones@atltransit.ga.gov

DTS was selected by Atlanta-Region Transit Link Authority (ATL) to provide an Enterprise Asset Management System for itself and for its transit partners. The first phase included the implementation of VUEWorks® for ATL and for the State Road and Tollway Authority (SRTA). The ATL/SRTA EAMS Implementation project kicked off on March 22, 2021 and went live in Production on 11/14/2022. The Scope of Work for the EAMS implementation included the design, development and configuration of assets, work management, condition assessments, risk, valuation and budget forecasting for Transit, Tolling, Human Resources, and Information Technology. The major milestones for this project included:

- Business Analysis Phase
  - Review asset data, current business processes and interface requirements
  - Deliver Recommendations and Solutions for planning data development, implementation and data migrations.
- Asset Data Development and Migration
  - Facility database design and development for non-spatial assets
  - Build out and configure GIS assets.
  - Inventory, Equipment and Personnel imports



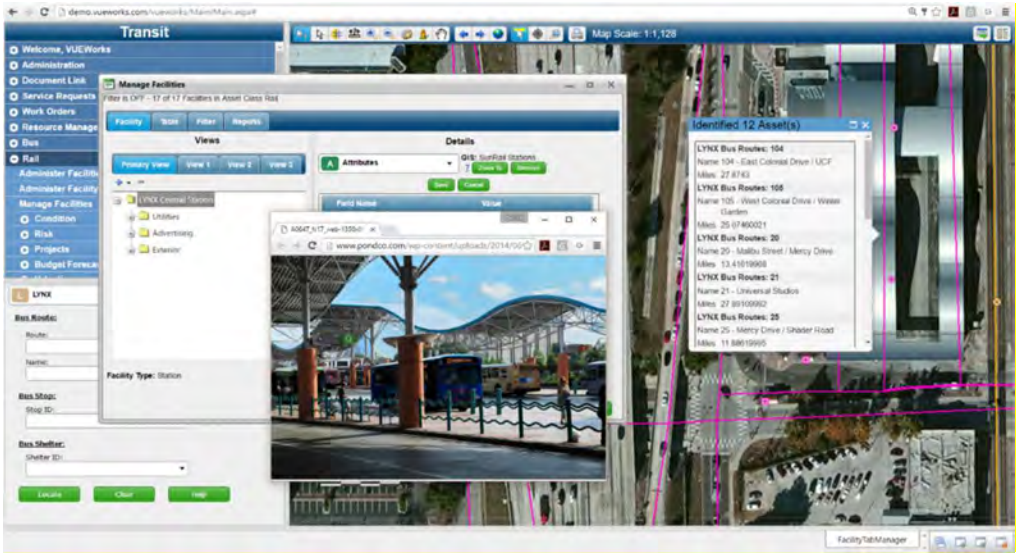


- Work Management Processes
  - Develop Service Requests and Work Order workflows to respond to issues and manage assets through reactive and preventative maintenance processes.
    - Specific workflow processes included:
      - ✓ Warranty Tracking
      - ✓ Asset out of Service
      - ✓ Inventory Receiving and Purchase Orders
      - ✓ Preventative Maintenance based on VMRS codes.
- Asset Management Processes
  - Condition Assessments developed to track State of Good Repair across assets.
  - Risk Management configurations to track the probability and risk of failure of the asset and cost of failure.
  - Valuation Module configured to report valuation and depreciation across ATL Asset Types.
  - Budget Forecasting configured to plan asset maintenance and replacement.
  - Reporting developed to meet TAMS reporting, internal planning, and financial reporting requirements.
- On-Site User Training
- Extensive User Acceptance Testing (UAT)
- Go live support

VUEWorks® is currently live and in use at ATL.

Reference No. 2	
Client Name:	LYNX Orlando
Address (include City, State, and Zip):	455 N. Garland Ave., Orlando, FL 32801
Contact person with the City:	Francis Franco, GISP, GIS Supervisor
Telephone number:	(407) 254-6043
Email address:	FFranco@golynx.com

DTS was also selected to provide an inventory of bus stops throughout the LYNX service area. The project involved the use of a Mobile Asset Collection (MAC) vehicle and ArcGIS.



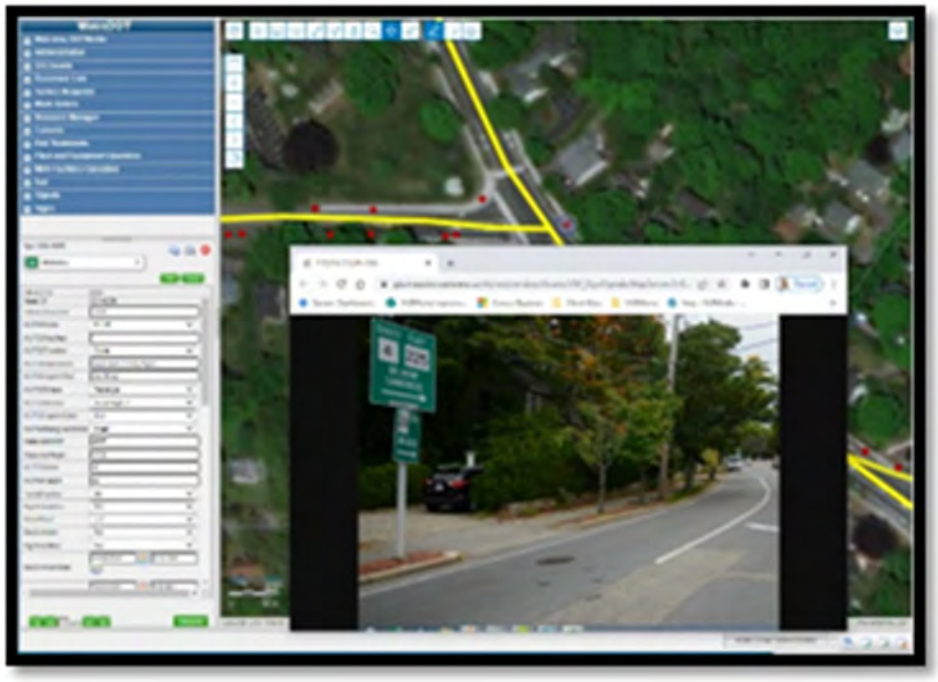
DTS used a Mobile Asset Collection (MAC) vehicle to drive all roadways along LYNX bus routes in Orange, Osceola and Seminole counties in the Orlando metropolitan area and also LYNX superstops located in Lake and Volusia counties. From the data, bus stops and shelters were extracted along with 81 attributes for each such location. Information for a total of 1,129 bus shelters and 4,428 bus stops was collected during the project. The attribute information was geo-referenced and incorporated into LYNX's asset management system, VUEWorks®, and work orders associated with stops and shelters can now be generated within the software. The VUEWorks®, configuration also included the use of the Condition module so each stop and shelter could also be rated on its general condition. Additionally, the project provided LYNX with the ability to create an accessibility score for each stop and shelter using a number of criteria.

Lynx has now expanded the use of VUEWorks®, to include its other facilities, including its headquarters. VUEWorks®, can be used to manage interior spaces, infrastructure, and equipment within all buildings.

Reference No. 3	
Client Name:	MassDOT
Address (include City, State, and Zip):	0 Park Plaza, Boston, MA 02116-3969
Contact person with the City:	Jack Moran, P.E., Director of Asset Management
Telephone number:	(781) 844-1774
Email address:	john.m.moran@state.ma.us

DTS is working with the Massachusetts Department of Transportation (MassDOT) to implement VUEWorks® across its multiple divisions. MassDOT needed to implement a location-based work management system to support traffic, rail, bridges, tunnels and roads. The system must be expandable to eventually include fleet and facilities, as well as mobile condition assessments, and be able to consume data contained within the previous management system.

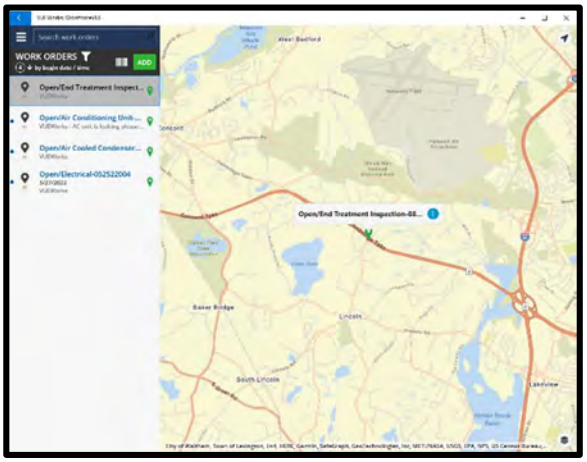
The DTS team implemented VUEWorks® and provides ongoing services to facilitate solution design, integration, testing, training, support, hosting and maintenance. A multi-phase approach was used to configure service requests and work orders, followed by specific departments and assets maintained by MassDOT.



MassDOT currently uses VUEWorks® to gain efficiencies in managing work as well as maintaining the asset's condition and life-cycle for Bridges, Roadway assets, Stormwater and Culverts, Fleet, Facilities and ITS (Signalized Intersections). We are currently working to migrate from Maximo for the MHS assets and will be deploying our mobile applications for MassDOT to gain additional efficiencies as they manage their assets.

MassDOT also conducted an inventory of their Sign infrastructure to support their state-wide Retro reflectivity initiative. This involved collecting Sign assets located within the right-of-way using both mobile LiDAR and sign imagery. Once the sign data was extracted from these data sources, the information was placed into VUEWorks® so that it could be managed moving forward. MassDOT used a phased approach and implemented additional assets and are currently implementing Metropolitan Highway Section (MHS). VUEWorks®, is being utilized to provide the following services to MassDOT for the current project.

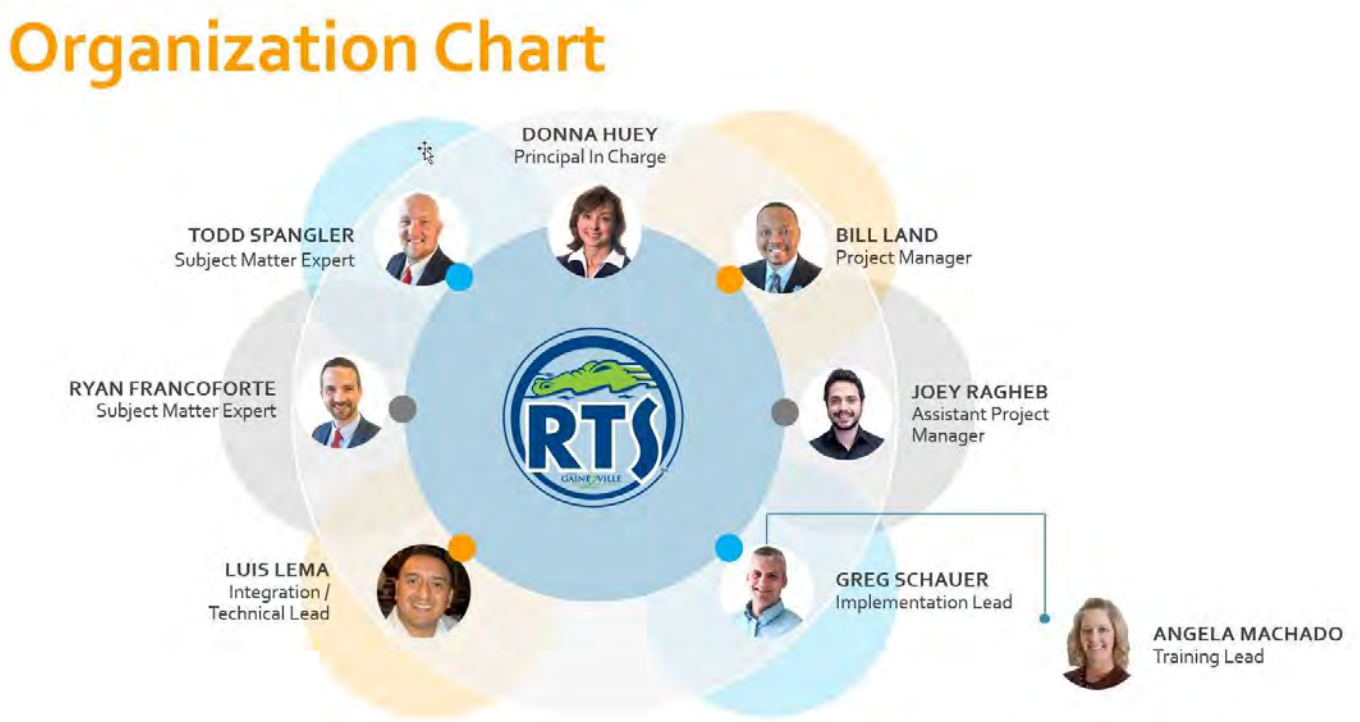
- Geographic representation of Sign, Culverts, Signals asset locations utilizing Esri ArcGIS Server technology and their Fleet asset inventory using VUEWorks®, non-spatial AMS.
- Condition Inspection data stored in VUEWorks®, at a categorical level – Daytime and Nighttime visibility assessments are combined with Support and Panel inspection information.
- Risk information will be utilized to develop a prioritization plan for the maintenance and replacement operations of the Department.
- The Budget Forecasting and Projects modules will be conducted using the results of the inspection data to develop a Capital Improvement Plan (CIP)
- Yearly application and database hosting services
- Training and documentation for end users and system administrators
- DTS Cloud Hosting, maintenance and support for the solution



MassDOT currently uses the mobile applications for work order creation and completion in the field. With the MHS project, they will be leveraging the newest mobile applications to provide fuller asset and work order management in the field.

VUEWorks® enables MassDOT to gradually expand to meet the agency's needs as resources allow. Contracted resources and asset conditions can be tracked through location-based records that maintain everything from signalized intersections to rail yards.

Project Team and Resumes



See Appendix for resumes of team personnel.

Required Exhibits

Drug-Free Workplace Form

DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

Data Transfer Solutions, LLC does:

(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

Bidder's Signature

August 21, 2023

Date

Bidder Verification Form

BIDDER VERIFICATION FORM

LOCAL PREFERENCE (Check one) Not Applicable-INTENTIONALLY LEFT BLANK

QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)
Not Applicable-INTENTIONALLY LEFT BLANK

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA
Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?
☒ YES ☐ NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# 5374307939CU)

If the answer is "NO", please state reason why: _____

Data Transfer Solutions, LLC
Bidder's Name

Donna M. Huey / President
Printed Name/Title of Authorized Representative

Signature of Authorized Representative — August 21, 2023 Date

Diversity Policy

SNC·LAVALIN

EQUALITY, DIVERSITY AND INCLUSION POLICY

Governance Owner: Executive Vice President, Human Resources	**Document No.:**	15-APO-004
	Version:	01
Approved by: Executive Committee	**Approval Date:**	2022-02-02
Issued by: Human Resources	**Revision Date:**	2022-02-02
	Issuance Date:	2022-04-04

Purpose

The Equality, Diversity and Inclusion (ED&I) Policy (the "Policy") demonstrates SNC-Lavalin's global guiding principles in the area of ED&I.

This Policy, our Code of Conduct, the People & Culture Strategy and our Global ED&I Program are a means to ensuring that SNC-Lavalin's culture and values are embedded in everything we do.

Revision Index

Version	Date	Revision Details
01	2022-04-04	Initial Version

Users must always verify that they use the most current version available on the Governance Documents section of the intranet.

1. Scope

The scope of this Policy is defined in the Global Glossary.

2. Audience

This Policy applies to all SNC-Lavalin Employees.

3. Definitions

All Capitalized terms are defined in the Global Glossary.

Although Contingent Workers are not Employees of SNC-Lavalin, in the context of this Policy the term "Employee" includes Contingent Workers.

4. Objectives

It is the aim of SNC-Lavalin to foster a culture where everyone feels included, where everyone is in an environment where they can thrive, where everyone feels they can be their true self and where everyone can reach their full potential. This Policy establishes the principles of how we achieve those objectives and support the SNC-Lavalin ED&I Policy in its successful application globally, achieving the right outcomes for our current and future Employees.

SNC-Lavalin is committed to providing its Employees with a positive and psychologically safe workplace that entitles all **everyone** to be treated fairly, without distinction, exclusion or preference based on characteristics including, but not limited to, culture, experience, race, colour, gender, Gender Identity, pregnancy, sexual orientation, marital or family status, age, religion, political conviction, ethnic or national origin, social condition, mental or physical disability or conviction for which a pardon has been granted.

4.1. Guiding Principles

SNC-Lavalin wants ED&I to be integrated into everything we do and for every single person who works for SNC-Lavalin to feel respected, empowered and able to realise their full potential as important members of our team – regardless of background or personal circumstances.

This policy is supported by individually agreed ED&I action plans allowing us to tailor the delivery of any locally identified objectives and actions which may be influenced by the local labour and legal landscape. Globally SNC-Lavalin **is committed to providing and maintaining a work environment that is free of all barriers.** This includes in the areas of:

1. **Recruitment and Selection**
   Our recruitment and selection processes are designed to ensure that we select and recruit the best people into our organization, based on their ability to do the job, in line with the needs of the business and irrespective of any held characteristic. We strive to have a selection process that is free from bias reviewing our processes for any unconscious barriers and training our Managers in areas of inclusivity and identifying biases.

2. **Total Rewards**
   The terms of employment, benefits, facilities and services available to Employees will be reviewed regularly to ensure that they are provided in a way which avoids unlawful Discrimination.

   The eligibility and participation of Employees in elements of the framework are set with reference to the job classification system, which provides a common methodology for managing internal equity and the relative values of all positions within SNC-Lavalin.

   All decisions made by Managers in applying the elements of the total rewards framework take into consideration factors related to the Employees' role, responsibilities and performance without distinction, exclusion or preference as per the above listed characteristics.

3. **Promotion, learning and development or other opportunities**

All job descriptions are established using only objective criterion that are applicable to the deliverables of the role. Requirements for promotion, transfer and training, which may disadvantage particular groups of people are reviewed whenever they are applied and will only continue to be applied if genuinely justified. Where such a situation arises, it is to be raised with the relevant recruiter or Human Resources manager to consider the aim of any requirements and their justification.

Where the Company's arrangements in relation to promotion, transfer or training place any group of Employees at a substantial disadvantage, adjustments to the arrangements will be sought with a view to eliminating or (if that is not reasonably practicable) reducing such disadvantage.

4. **Grievance issues (including allegations of Bullying, Harassment or victimization)**

The preservation of our dignity, privacy and rights is a priority for us. We have zero tolerance for behaviour or actions that amount to Discrimination, Harassment, or Violence. We are committed to creating a positive workplace and acting upon behaviours that are not acceptable. Should an individual have need to raise a concern we have clear processes in place to ensure our Employee's know the options available to them to do this and how these complaints will be managed.

5. Responsibility

Responsibility for ensuring that there is no unlawful Discrimination rests with all Employees and the attitudes of our Employees is crucial to the successful operation of fair employment practices. We are all expected to live by our organizational values and engage in respectful and constructive communication with our colleagues, clients and representatives of other third-party organizations. We also have a duty to report in good faith where there is known or suspected violation of our value, our Code of conduct or any other Governance Documents.

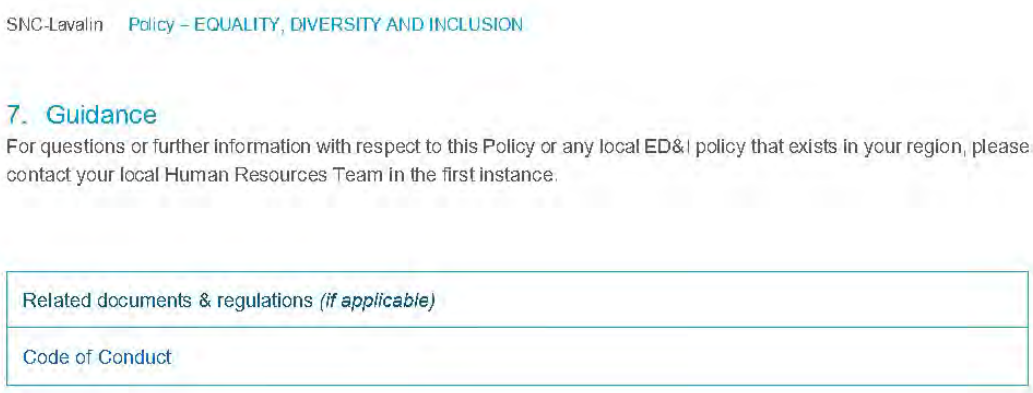
Managers will ensure that all reasonable and practical steps are taken to avoid Discrimination within their teams. Each Manager will ensure that all their team members are aware of the Global ED&I Policy, any further Governance documents in place in their region and that they uphold the values within the Code of Conduct through their own behaviours.

Any complaints concerning Discrimination, Bullying and Harassment and/or victimization are dealt with promptly, thoroughly and fairly, with local management seeking the necessary support from their Regional Human Resources team.

6. Governance

The ED&I Policy is under the leadership of the Vice President, Equality Diversity and Inclusion (ED&I).

The VP ED&I is responsible for developing, maintaining and implementing this policy in support of SNC-Lavalin's ED&I agenda globally which is aligned with SNC-Lavalin's Human Resources and Business Strategy. The VP for ED&I in the application of this policy will additionally work with Regional ED&I leads in the development, implementation and monitoring of local ED&I action plans and policies which reflect both local culture and legislative requirements but continue to reflect our culture of inclusivity.



SNC-Lavalin Policy – EQUALITY, DIVERSITY AND INCLUSION

7. Guidance

For questions or further information with respect to this Policy or any local ED&I policy that exists in your region, please contact your local Human Resources Team in the first instance.

Related documents & regulations *(if applicable)*
Code of Conduct

PLEASE NOTE:

Data Transfer Solutions, LLC (DTS) is a wholly owned subsidiary of Atkins North America, Inc, and uses E-Verify with all hiring of personnel. Our E-Verify number is 58042 and it was issued on 10/04/2007.

Reference Form

REFERENCE FORM

Name of Bidder: Data Transfer Solutions

Provide information for three references of similar scope performed within the past six (6) years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): 3/1/2021 to Present

Company Name: Atlanta-Regional Transit Link Authority
Address: 245 Peachtree Center Avenue, NE Suite 2300,
City, State Zip: Atlanta, Georgia 30303-1223
Contact Name: Jorge Pubillones
Phone Number: 404-893-2051 or 470-725-0365 Fax Number:
Email Address (if available): jpubillones@atltransit.ga.gov

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): 1/1/2017 to Present

Company Name: LYNX Orlando
Address: 455 N. Garland Ave.
City, State Zip: Orlando, FL 32801
Contact Name: Francis Franco
Phone Number: 407-254-6043 Fax Number:
Email Address (if available): ffranco@golynx.com

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): 1/5/2018 to Present

Company Name: MassDOT
Address: 0 Park Plaza, Boston,
City, State Zip: MA 02116-3969
Contact Name: Jack Moran, P.E.
Phone Number: 781-844-1774 Fax Number:
Email Address (if available): john.m.moran@state.ma.us

This page must be completed and uploaded to DemandStar.com with your Submittal.

W-9 Form

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Atkins North America, Inc.

2 Business name/disregarded entity name, if different from above
Data Transfer Solutions, LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4030 W Boy Scout Blvd, Ste 700

Requester's name and address (optional)

6 City, state, and ZIP code
Tampa, FL 33607

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 9 - 0 8 9 6 1 3 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Margaret Garcia Date ▶ 02/08/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Applicable License

State of Florida
Department of State

I certify from the records of this office that DATA TRANSFER SOLUTIONS, LLC is a limited liability company organized under the laws of the State of Florida, filed on February 14, 2006.

The document number of this limited liability company is L06000016515.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on January 5, 2022, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-third day of March, 2022

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

Tracking Number: 5374307939CU

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

Certification Regarding Debarment

CERTIFICATION REGARDING DEBARMENT

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. These provisions apply to each contract at any tier of $25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

a) Debarred from participation in any federally assisted Award;
b) Suspended from participation in any federally assisted Award;
c) Proposed for debarment from participation in any federally assisted Award;
d) Declared ineligible to participate in any federally assisted Award;
e) Voluntarily excluded from participation in any federally assisted Award; or
f) Disqualified from participation in ay federally assisted Award.

By signing and submitting its proposal, the bidder certifies as follows:

The certification in this clause is a material representation of fact relied upon by CITY. If it is later determined by CITY that the bidder knowingly rendered an erroneous certification, in addition to remedies available to CITY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Signature of Bidder's Authorized Official

Donna M. Huey

Name of Bidder's Authorized Official

President

Title of Bidder's Authorized Official

August 21, 2023

Date

Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature of Bidder's Authorized Official

Donna M. Huey

Name of Bidder's Authorized Official

President

Title of Bidder's Authorized Official

August 21, 2023

Date

Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance N/A	☐ a. bid/offer/application b. initial award c. post-award N/A	☐ a. initial filing b. material change N/A **For Material Change Only:** year_____ quarter_____ date of last report_____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier____, *if known:* N/A **Congressional District,** *if known: 4c*	N/A **Congressional District,** *if known:*
6. Federal Department/Agency: N/A	**7. Federal Program Name/Description:** N/A CFDA Number, *if applicable:*_____
8. Federal Action Number, *if known:* N/A	**9. Award Amount,** *if known:* $ N/A
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* N/A	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):* N/A
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature:_____ Print Name: Donna M. Huey Title: President Telephone No.: (407) 382-5222 Date: August 21, 2023
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Contractor Responsibility Certification

CONTRACTOR RESPONSIBILITY CERTIFICATION

The Bidder is required to certify compliance with the following contractor responsibility standards by checking appropriate boxes. For purposes hereof, all relevant time periods are calculated from the date this Certification is executed.

	YES	NO
1. Has the firm been suspended and/or debarred by any federal, state or local government agency or authority in the past three years?		X
2. Has any officer, director, or principal of the firm been convicted of a felony relating to your business industry?		X
3. Has the firm defaulted on any project in the past three (3) years?		X
4. Has the firm had any type of business, contracting or trade license revoked or suspended for cause by any government agency or authority in the past three (3) years?		X
5. Has the firm been found in violation of any other law relating to its business, including, but not limited to antitrust laws, licensing laws, tax laws, wage or hour laws, environmental or safety laws, by a final unappealed decision of a court or government agency in the past three (3) years, where the result of such adjudicated violation was a payment of a fine, damages or penalty in excess of $1,000?		X
6. Has the firm been the subject of voluntary or involuntary bankruptcy proceedings at any time in the past three (3) years?		X
7. Has the firm successfully provided similar products or performed similar services in the past three (3) years with a satisfactory record of timely deliveries or on-time performance?	X	
8. Does the firm currently possess all applicable business, contractor and/or trade licenses or other appropriate licenses or certifications required by applicable state or local laws to engage in the sale of products or services?	X*	
9. Does the firm have all the necessary experience, technical qualifications and resources, including but not limited to equipment, facilities, personnel and financial resources, to successfully provide the referenced product(s) or perform the referenced service(s), or will obtain same through the use of qualified, responsible subcontractors?	X	
10. Does the firm meet all insurance requirements per applicable law or bid specifications including general liability insurance, workers' compensation insurance, and automobile liability insurance?	X	
11. Firm acknowledges that it must provide appropriate documentation to support this Contractor Responsibility Certification if so requested by the City of Gainesville. The firm also understands that the City of Gainesville may request additional information or documents to evaluate the responsibility of firm. Firm agrees to provide such additional information or supporting documentation for this Certification.	X	

Under the penalty of perjury, the Bidder's authorized representative hereby certifies that all responses marked in this form or otherwise submitted for purposes of determining the Bidder's status as a responsible contractor is true, complete and accurate and that he/she has knowledge and authority to verify the information in this certification or otherwise submitted on behalf of the Bidder by his or her signature below.

Signature of Bidder's Authorized Official

Donna M. Huey

Name of Bidder's Authorized Official

President

Title of Bidder's Authorized Official

August 21, 2023

Date

* The firm is licensed to provide services in the State of Florida. A separate license for City of Gainesville will be obtained. if required.

Federally Funded Purchase Questionnaire

FEDERALLY FUNDED PURCHASE QUESTIONNAIRE

Maintenance Management System for Transit - RTSX-230065-DS

This is a federally assisted contract and your response to this questionnaire helps the City in setting *Disadvantaged Business Enterprise (DBE) goals with the federal government. Please complete and return this form with your bid response.

Bidder Name: Data Transfer Solutions, LLC

Bidder Address: 482 S. Keller Road, Suite 300

Orlando, FL 32810

Is Bidder a DBE? ___ Yes _X_ No

Age of Firm: 17 Years

Annual Gross Receipts of the Firm: (check one)

___ Less than $500,000

___ $500,000-$1 million

___ $1-2 million

___ $2-5 million

_X_ More than $5 million

To be able to claim DBE status referenced above the bidder must be currently listed in the Florida Unified Certification Program (UCP) Disadvantaged Business Enterprise (DBE) Directory maintained by the Florida Department of Transportation's (FDOT).

Exceptions to the RFP

Reference	Article	Agreement Language	Proposed Language	Reason for change
1.	Section 6. Indemnification.	Contractor shall indemnify the City, its officials, agents and employees, and hold it harmless from suits, actions, damages, liability, expenses, losses and costs, including, but not limited to reasonable attorney's fees in connection with loss of life, bodily or personal injury, or property damage arising from or occasioned by any act or omission or negligence or intentional wrongdoing on the part of the Contractor and other persons employed or utilized by the Contractor.	Contractor shall indemnify the City, its officials, agents and employees, and hold it harmless from ~~suits, actions~~, damages, liability, expenses, losses and costs, including, but not limited to reasonable attorney's fees in connection with loss of life, bodily or personal injury, or property damage ~~arising from or occasioned~~ to the proportionate extent caused by any act or omission or negligence or intentional wrongdoing on the part of the Contractor and other persons employed or utilized by the Contractor	DTS' position is that they do not agree to indemnify based on mere demands or claims. Just because someone makes a claim or demand or files suit does not mean that DTS has been negligent or that DTS has any liability in the matter. As such, DTS does not agree that its duty to indemnify should automatically be triggered any time someone makes a claim or demand or files a lawsuit. The indemnification should be based on actual damages proximately caused by our negligence or fault
2.	Section 8. B. Insurance.	Prior to the effective date of this Contract, Contractor shall provide to City a certificate of insurance certifying such insurance and naming City as additional insured and that City will be notified in writing at least thirty (30) days before any such insurance is canceled or materially changed.	Prior to the effective date of this Contract, Contractor shall provide to City a certificate of insurance certifying such insurance and except for Workers Compensation insurance, naming City as additional insured and that City will be notified in writing at least thirty (30) days before any such insurance is canceled or materially changed.	DTS are unable to name clients on our WC Insurance as additional insured.
3.	Section 10. Termination.		Please add as Section 10. C. Contractor may terminate this Agreement for cause by giving Client fifteen (10) days written notice of the cause and fifteen (10) days in which to cure the cause or breach. Contractor shall be compensated for all work performed up to the date of termination.	In accordance with our Governance process DTS request language be added which permits termination for cause.

4.	Section 15. Contractor's Assurances.	Contractor warrants that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the Invitation to Bid and be of the highest quality. In the event the City, in the City's sole discretion, determines than any product or services supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the Invitation to Bid, the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice [and an opportunity to cure if applicable] to the Contractor, and reduce commensurately any amount of money due the Contractor	Contractor ~~warrants~~ represents that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the Invitation to Bid ~~and be of the highest quality~~. In the event the City, in the City's sole discretion, determines than any product or services supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the Invitation to Bid, the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice [and an opportunity to cure if applicable] to the Contractor, and reduce commensurately any amount of money due the Contractor. In performing its work under this Agreement, Contractor shall perform its services to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by Contractor (Standard of Care). Contractor makes no warranties, expressed or implied, or arising by operation of the law or course of performance, custom, usage in the trade or profession, including without limitation the implied warranties of merchantability and fitness for a particular purpose	DTS are unable to include contractual warranties which may invalidate our insurance which benefits neither party. DTS request the inclusion of Standard of Care language in respect of its Services.
5.	Section 31. Mutual Waiver of Consequential Damages.		Please add as Section 31. NOTWITHSTANDING ANYTHING TO THE CONTRARY, ON BEHALF OF THEMSELVES, THEIR GOVERNING	In accordance with our Governance process DTS request language be added which provides for a Mutual Waiver of Consequential and Indirect damages.

			OFFICERS AND EMPLOYEES, THE PARTIES WAIVE ALL CLAIMS AGAINST EACH OTHER FOR INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES, AND PUNITIVE DAMAGES, WHETHER ARISING IN CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSSES OF PROFITS, USE, EXCESS CONSTRUCTION COSTS, ALTERNATIVE MEANS OR METHODS, OR LOSSES OF FUNDING	

Attachment 1:
Maintenance Management System Specifications

This document is unprotected and not formatted for printing.
Enter information into "Response" and Comments" fields only.

MAINTENANCE MANAGEMENT SYSTEM (MMS)
SPECIFICATIONS CHECKLIST

1. General.

a. It is the purpose and intent of these specifications to describe the minimum requirements for Maintenance Management System (MMS) to be used by the RTS Maintenance Department.
b. All items not specifically mentioned which are required for a complete MMS shall be included in the Price Proposal.
c. All software, equipment and accessories that shall be furnished shall be new and in current production. All products shall conform in design and workmanship to current industry standards.

Completion of Specifications Checklist. Proposer shall respond to each specification as indicated below. Proposer shall respond fully to each item. All specifications are mandatory unless otherwise noted. The alpha/numeric requirements are minimum.
2. Omissions and/or incomplete answers will be deemed nonresponsive.

3. Legend.

a. Proposer "Response" Column

	Description
Y	**Yes.** The offered MMS currently meets this requirement and is included with the standard program at no additional cost.
AO	**Add-On.** Yes, the offered MMS currently meets this requirement with an add-on module that is fully integrated. Proposer shall provide a description and cost in the "Price Proposal".
UD	**Under Development.** Proposer shall provide a description anticipated release date, and, if possible, projected costs in the "Comments" column.
RM	**Requires Modification.** Proposer shall provide a description in order to meet this specification or the FMMS provides this functionality in a different way. Proposer shall provide a description and, if applicable, projected cost in the "Price Proposal"
CS	**Customized Services.** Specification can be accomplished through customized services. Proposer shall provide a description and projected not-to-exceed cost in the "Price Proposal".
N	**No.** The offered MMS does not meet this specification and cannot meet this requirement.

4. TABLE A - General System/Technology Requirements

	Specifications	Response	Comments
1	Use codes stored in data tables that can be accessed, viewed, printed, and modified by users with appropriate levels of permission.	**Y**	
2	Utilize ATA/VMRS repair codes and APWA or NAFA equipment class codes.	**Y**	
3	Must be able to enter all century dates. The MMS shall be capable of performing all calculations, comparisons, sequencing, and other types of processing as they relate to calendar dates and date related data before and during performance.	**Y**	
4	Provide definable security to control data access at each online screen and database table by user account.	**Y**	
5	Operate under Microsoft Windows 10	**Y**	
6	The MMS shall allow for a system Database Administrator to easily manage the system, including the creation of individual user accounts.	**Y**	
7	Please list databases supported.	**Y**	VUEWorks is based on SQL database and can link to any ODBC database including Oracle, Access, Excel, CSV, or other flat files.
8	Be capable of interfacing with other applications such as automated fuel vending (Fleetwatch), electronic driver reporting system (Clever Devices). The requirements for import/export functions are outlined in a separate section.	**Y**	
9	Be tailored for use by a public fleet with a transit system.	**Y**	
10	Use real-time processing where all files affected by a transaction are updated at the time of the actual transaction without the need for batch processing.	**Y**	Via embedded direct data link tool within VUEWorks and included with the standard license
11	Be an off-the-shelf package with user definable configuration allowing flexibility to match site specific processes.	**Y**	
12	Employ a standard graphical user interface (GUI) based on industry standard screen design techniques and principles.	**Y**	
13	Have a documented track record of providing at least one major system enhancement release every 2 years.	**Y**	
14	Include executable run time reports providing quick and easy access to comprehensive fleet and system data.	**Y**	
15	Include updated documentation and necessary scripts for any database structure changes.	**Y**	
16	Support an industry standard report writing/data retrieval tool. Please provide recommended third party product.	**Y**	VUEWork includes a comprehensive database reporting tool within the application and also can be connected to third-party reporting tools such as but not limited to PowerBI, Tableau, etc.
17	Be work order based and capable of printing detailed copies of all work.	**Y**	
18	Provide easy navigation within the application using standard windows functionality that allows multiple applets to display simultaneously.	**Y**	
19	Provide drop down lists for all codes displaying both the code and description.	**Y**	
20	Provide "real time" work in progress screens that display work order statuses, assigned tasks, location of work and assigned labor.	**Y**	

5. TABLE B – Equipment/Asset Management

	Specifications	Response	Comments
1	Maintain all pertinent data on each piece of equipment including but not limited to the following fields: a. **Equipment Number** [17 A/N] unique number which identifies equipment b. **Year** [4 N] c. **Make** [15 A/N] d. **Model** [15 A/N] e. **Description** [30 A/N] f. **Asset ID Number** [8 A/N**]** g. **VIN/Serial Number** [20 A/N] unique number for vehicle identification number h. **Fleet ID Number** [6 A/N] i. **Odometer Select** Miles or Hours j. **License** [10 A/N] unique number of license plate k. **Class** [10 A/N] l. **Fuel Type** [10 A/N] m. **Fuel Capacity** [5 N] n. **Engine Size** [10 A/N] o. **Engine Family Number** [15 A/N] p. **Gross Vehicle Weight** [10 A/N] q. **Acquisition Cost** [12 N] r. **Condition** [10 A/N] s. **Grant Funding** [20 A/N] t. **Grant Program** [10 A/N] u. **Grant Account** [20 A/N] v. **Remaining Useful Life in months** [3 N w. **Use** [12 A/N] x. **Subcomponents** i. Engine: Make, Model, Serial number, Cyl.#,liters, Horsepower ii. Transmission: Make, Model, Serial number iii. Axles: Make, Model, Serial number, capacity iv. HVAC: Make, Model, Serial number v. Destination Signs: Make, Model, Serial number vi. Tires: Brand, Size, Ply, PSI y. **Subcomponents (facilities)** i. Shelter ii. Bench iii. Trash can iv. Solar light v. Sign	**Y**	
2	Provide the ability to track parts specific to the vehicle or equipment (filter type, lights, brakes, etc.).	**Y**	
3	Provide the ability to assign peripherals/smaller equipment to the vehicle.	**Y**	
4	Display on the equipment screen all parts issued and the last date issued for each piece of equipment.	**Y**	
5	Warranty and Core tracking detailed **Reporting Capabilities**	**Y**	
6	Ability to track Accidents.	**Y**	
7	Provide the ability to attach components expandable to multiple levels to an asset while maintaining a full asset record, warranties and PM schedules for each.	**Y**	
8	Provide unlimited notes for an asset record.	**Y**	
9	Have the ability to change a vehicle number and maintain all relevant data with the record.	**Y**	
10	Ability to upload photos and documents as attachments.	**Y**	
11	Ability to manage recalls and service bulletins	**Y**	
12	Track up to four different fuel types (Unleaded, Diesel, CNG, Kwh) for one asset record.	**Y**	
13	Provide the following fields for the capture of acquisition and disposal information for each asset record: a. Acquire Date [2/2/4 N] ex. 02/21/2021 b. Acquire Cost [14 or 11.2 N] c. Acquire Vendor [10 A/N] d. PO Number [10 A/N] Leased or Owned f. Asset Number [10 N] g. Title [15 A/N] h. In Service Date [2/2/4 N] ex. 02/21/2021 i. Useful Life Months [4A/N] j. Maintenance Lifetime Cost to Date [14 or 11.2 N] k. Inflation Rate: Estimated inflation rate for the vehicle/equipment. l. Replacement Year [4N] m. Out of Service Date [2/2/4 N] ex. 02/21/2021 n. Disposal Date [2/2/4 N] ex. 02/21/2021 o. Disposal Cost captured [14 or 11.2 N] p. Dispose Vendor [10 A/N]	**Y**	
14	Track multiple meter types and provide the ability to capture the following meter readings. a. Actual Meter Reading [7N] b. Meter Reading at Acquisition [7N] c. Begin Fiscal Year Meter [7N] d. Life Expectancy by Mileage/Hour [7N]	**Y**	
15	Provide the ability to replace a meter and maintain both actual and life-to-date meter reading.	**Y**	
16	Provide the ability to give a Vehicle Condition Rating based on user defined criteria.	**Y**	

17	Ability to access depreciation, salvage value, remaining months of useful life, repair cost, fuel cost, life to date on screen or through a report.	**Y**	
18	Ability to track vehicles out of service and/or sold through auction.	**Y**	
19	Support the ability to bill each asset by multiple cost categories in user defined combinations of parts, labor, sublets, mileage, billing period charges, fuel, consumables, and replacement recovery.	**Y**	
20	Track unlimited warranties for each asset by expiration date, component, task code, cost, vendor, and any deductible and cost for the warranty.	**Y**	
21	Provide unlimited user-defined codes that can be assigned by asset or by groups of assets.	**Y**	
22	Provides for display of historical information for each piece of equipment including: Monthly or yearly totals by fiscal year or calendar year for: i. Fuel costs and quantity ii. Meter type and cost/meter iii. Parts iv. Labor v. Accident vi. All parts issued to the equipment.	**Y**	
23	Display the following history fields by month or year: a. **Total Maintenance and Repair:** the total maintenance and repair costs on this equipment. b. **Maintenance:** the cost of parts, labor and consumables for PM's c. **Repair:** the cost of parts, labor and consumables for all other repairs (non-accident repairs). d. **Accident:** the cost of parts, labor and consumables for e. **Capital:** dollars spent on parts, labor and sublet costs for capital repairs. f. **Fuel Cost:** costs associated with fuel. g. **Fuel Quantity:** quantity of fuel used for the month or year. h. **Meter:** type of meter. i. **Cost/Meter:** costs attributed to this meter [(Maintenance + Repair)/Meter reading]. j. **Meter/Gallon:** costs of meter per gallon (Meter Reading/Fuel Qty.) k. **Parts:** total dollars spent on parts for this equipment for selected period (not PM or accident part costs). l. **Labor:** total cost of labor for selected period. m. **Outside Labor:** total cost of outside labor costs for this piece of equipment for selected period. n. **Credit:** total number of credit dollars given on this piece of equipment. o. **Other Fluid:** amount of other fluids used in this equipment for the selected period. p. **Cost per mile:** Ability to compare by category.	**Y**	
24	Link equipment warranties to repair codes for tracking warranty cost information.	**Y**	
25	Track equipment warranties from the initial claims to reimbursements received.	**Y**	
26	a. Track unlimited PM cycles for each piece of equipment in any combination by time, meters, fuel consumption automatically, print PM work order when PM is due using mileage/data uploaded daily from automated fuel management system. b. Automatically update the next PM due when each job has been completed c. Allow users to define the update process for calculation of next PM due using the actual transaction date and current meter or previous date and meter. d. Provide ability to establish a hierarchy for PM services and define the highest level for the grouping. e. Create a shop schedule for a list of PM's due f. Allow the user to define what working days will be included on the schedule. g. Provide the ability to define the total number and type of PM services included on the schedule. h. Provide the ability to create a PM services repair work order from the PM due listing. i. Provide auto email PM Due capability	**Y**	
27	Provide parts required for PM types, tied to asset number.	**Y**	
28	Provide for tracking state inspections, annual renewals, fire suppression inspections and any other site specific inspections.	**Y**	

6. **TABLE C - Parts Inventory and Processing**

	Specifications	**Response**	**Comments**
1	Maintain all pertinent data on each part in inventory including: a. Part Number [27A/N] unique to one part b. Part Description [45 A/N] c. Bar Code ID d. In Stock Quantity e. Item Cost f. Part Category or classification g. Part Type or distinct usage h. Part Status i. Location j. Alternate Location k. Vendor l. Original Equipment Manufacturer (OEM) m. Original Manufacturer Part Number n. Cross Reference Part Number(s) o. Stock Quantities for max, low and safe. p. Order Lead Time q. Unit of Issue r. Unit of Order s. Unit cost t. Multiplier: a number used to multiply by unit of order to equal the unit of issue u. Previous unit cost v. Average unit cost w. Serial number x. Warranty period y. Core Value	**Y**	
2	Provide full audit tracking capabilities including the following adjustments by operator ID, date/time to: a. unit cost b. count c. return to inventory d. return to vendor (i.e. core credit, wrong part delivered) e. deleted orders f. deleted receipts g. damaged parts	**Y**	

3	Track purchases by: a. Vendor b. PO Number c. Order Number d. Vendor Invoice e. Date f. Person placing the order g. Person receiving the order h. Work order number	**Y**	
4	Provide the capability to add notes, graphics, PDF's to a part record.	**Y**	
5	Provide the capability to order, receive and issue a part on a work order from a single screen.	**Y**	
6	Have the capability to conduct searches for parts by: a. Vehicle b. Vehicle Number c. Vehicle type d. Vehicle model	**Y**	
7	Have the capability to conduct searches for purchases by: a. Invoice Number b. Order Number c. Part Number & Storeroom d. Part Number e. Purchase Order f. Work order number part is for g. Vendor h. Cross Reference number i. Partial orders	**Y**	
8	Provide the ability to search for: a. All back orders b. Orders not received c. All orders received	**Y**	
9	Ability to track parts in same storeroom but separate inventory such as parts purchased with a Federal Grant.	**Y**	
10	Have search capabilities for part records for the following: a. Alternative Part Number b. Bar Code ID c. Part Category d. Part Catalog Number e. Description f. Location g. Multiple Manufacturer's Number h. Part Number i. Part Status (i.e. active, closed) j. Vendor k. Multiple cross reference numbers	**Y**	
11	Provide a screen display with the following information when searching for part numbers: a. Part Number b. Description c. Location d. In-Stock Quantity e. Unit Cost f. Reorder, Safety and High Limits This should include the ability to go to the part record by selecting a part from the list.	**Y**	
12	Have the ability to print the search display for part numbers in a user defined sort order.	**Y**	
13	Have the ability to conduct a wild card search on partial field information: partial description, partial part number, partial manufacturer number, etc.	**Y**	
14	Include the following information on the part record online, either by month or year: a. History of the part usage (issues, issues returned) b. Received, received and returned c. Transferred in, transferred out d. Adjusted up, adjusted down e. End of period quantity f. Costs: unit, tax, shipping g. Extended cost by the month or by year	**Y**	
15	Differentiate between stocked and non-stocked part records and offer all part capabilities for both.	**UD**	Q4 2023
16	Track the issuance of all stocked and non-stocked parts to a specific piece of equipment.	**Y**	
17	Have the ability to change a part number and have that change reflected for all historical data.	**Y**	Item number does not change when part number is changed and therefore searches and reports will return all entries regardless of part number at time of usage.
18	Have a part number function that merges part records into one number while still retaining historical data.	**N**	
19	Have the ability to create an order for all parts at the reorder point with the option to modify it to include or exclude any part.	**UD**	Q2 2024
20	Provide an option to track warranty and receipt information for non-stocked parts issues.	**UD**	Q4 2023
21	Price parts issued to work orders at a moving average.	**Y**	
22	Generate a surplus parts report tracking lack of activity for user defined periods of time.	**Y**	
23	Have the ability to print bin labels.	**Y**	
24	Have the ability to generate a parts reorder list by vendor, category, and part number.	**Y**	
25	Have the capability to issue and charge parts to an individual or department without having to charge it to a work order. All associated costs must be tracked through the billing report.	**Y**	
26	Have the ability for tracking return/date tracking as well as appropriate customer billing adjustment.	**Y**	
27	Ability to set price manually on any inventory or non-inventory parts. Provide auto email to System Administrator when changes to inventory are made.	**Y**	Auto email currently only applies to threshold level triggers
28	Provide a screen notes function and print capability for all parts record.	**Y**	
29	Track all vendor credits to vendors by PO#, invoice #, date, type, and description.	**UD**	Preliminary time table late 2024
30	Automatically recalculate the total on the PO # when a credit is issued by vendor.	**UD**	Preliminary time table late 2024

31	Have a parts list capability where lists are created, stored and printed for specific repairs on specific equipment number; year, make, model; or class.	**Y**	
32	Ability to adjust parts in and out of inventory by exception. Provide auto email to System Administrator when changes to inventory are made.	**Y**	Auto email currently only applies to threshold level triggers
33	Provide parts cross referencing capability.	**Y**	
34	Track all warranties by vendor part number and serial number.	**UD**	Preliminary time table late 2024
35	Ability to track beginning and ending inventory based on define date criteria	**Y**	
36	Ability to manually make adjustments to inventory based on credits issued and end of year stock at end figure.	**Y**	
37	Ability to track vendors contact information including: Vendor name, address, vendor assigned number, phone, fax, email)	**Y**	
38	Ability to track vendor account terms, including discounts, TAX ID, annual PO#, PO budget information, sales tax	**UD**	Preliminary time table later 2024
39	Core value tracking	**UD**	Preliminary time table later 2024

7. TABLE D - Work Order Management

	Specifications	Response	Comments
1	Using a tablet on the shop floor, technicians can sign on/off to work orders as they begin and complete each repair.	**UD**	Q2 2024
2	Provide searches for specific repairs and/or timeframes on a piece of equipment by: a. Alternative Part Number b. Bar Code ID c. Part Category d. Part Catalog Number e. Description f. Location g. Part Number h. Part Status (i.e. active, closed) i. Vendor j. Multiple cross reference number	**Y**	
3	Provide the ability to search all assigned repairs by technician or by shop.	**Y**	
4	Track indirect time without opening a work order.	**Y**	
5	Provide a simple work order add from one screen a. Add/Change/Delete/Open/Close Work Order(Administrative access only) b. Automatically Assign Work Order Number c. Job Type d. Equipment Number e. Current Mileage f. Technician Number g. Manually enter start time (labor) h. Manually enter stop time (labor) i. Technician comments j. Work class k. Warranty l. Repair reason m. Expected task codes n. PM service information (PM's only) o. Service code (PM's only) p. Update PM schedule	**Y**	
6	Provide default information upon adding a work order that displays the following equipment information: a. Year, make, and model b. VIN/serial number c. Engine d. Fuel type e. GVW f. License Number g. Status h. Warranties in effect for the equipment i. PM schedule for the equipment j. Most recent meter reading	**Y**	
7	Provide the ability to search all assigned repairs by technician and task code	**Y**	
8	Alert the technician if a repair is added that falls under warranties in effect	**Y**	
9	Record all outside labor to enable analysis by cause and repair code	**Y**	
10	Display all active warranties and PM due messages for the equipment when a work order is opened	**UD**	Preliminary time table late 2024
11	Print lists of parts and tasks required for any specific repair code.	**Y**	Tied to Activitiy Description
12	Provide the capability to view open work orders by status and all closed work orders by unit number or code.	**Y**	

13	Search for a work order by each (or a combination) of the following: a. Equipment number b. Work order number c. Technician identification d. Date e. Repair code f. Status of the work order	**Y**	
14	Provide the ability for wild card (partial information) searches.	**Y**	
15	Provide the ability to add notes and print them with the work order.	**Y**	
16	Provide the ability to add additional associated required repairs to complete the work order.	**Y**	
17	Provide the ability to defer repairs and automatically include them on the next opened work order for that piece of equipment.	**N**	
18	Automatically display listing any deferred repairs upon opening any work order.	**N**	
19	Alert technicians upon sign on those repairs are pending.	**N**	
20	Require a specific authorization for closing a work order.	**Y**	
21	Require specific authorization for reopening a closed work order.	**Y**	
22	Provide a summary review screen of all costs associated with each work order.	**Y**	
23	Allow credits (i.e. returned parts, core credit, etc.) to the work order.	**Y**	
24	Directly produce from the work order screen existing parts and tasks lists associated with any repair (Bill of Materials). These lists may be printed or reviewed.	**Y**	
25	Provide the ability to add attachments (i.e. invoices, photographs) to the work orders.	**Y**	
26	Provide the ability to track warranties by work order numbers.	**Y**	
27	Review all work order detail information for quality control when a work order is closed.	**Y**	
28	Provide a real-time single screen review of the direct/indirect labor activities for all logged on technicians.	**Y**	
29	Must track outside labor costs	**Y**	
30	Ability to create/store template work orders.	**Y**	
31	Ability to add parts via bar code scanner.	**Y**	
32	Ability to remember parts used from previous work orders and alert if parts are not in stock.	**Y**	Standard parts list per activity or vehicle manitenance list available and stock status visible.

8. TABLE E - Preventive Maintenance Work Module Specifications

	Specifications	Response	Comments
1	Generate a PM/ annual/semiannual inspection due list by parameters set forth	**Y**	
2	Allow for unlimited PM's frequency of service for each piece of equipment (i.e. time, date, etc.).	**Y**	
3	Provide an Administrative access only option for	**Y**	
4	Provide an Administrative access only option to adjust for early/late hierarchically scheduled PM services.	**UD**	Preliminary time table late 2024
5	Include all associated components in a PM due report	**Y**	
6	Provide ability to manage or modify schedule PMs.	**Y**	
7	Provide an automatic PM email notification	**Y**	

9. TABLE F – Equipment Downtime/Availability Tracking

	Specifications	Response	Comments
1	Allow creation of a user- defined downtime calendar for each piece of equipment. Options should include hours of service and available workdays including or excluding weekends and holidays.	**Y**	Via Report
2	Store user-defined downtime.	**Y**	Via Report
3	Track number of hours a work order is opened to calculate downtime for the piece of equipment.	**Y**	
4	Allow the administrator to define certain criteria for downtime statuses.	**Y**	
5	Provide ability to stop and re-start downtime.	**Y**	
6	Provide downtime analysis of work by total and averages of: a. Equipment	**Y**	

	b. Work order number c. Department/division		
7	Report user downtime by cause.	**UD**	Q2 2024
8	Provide a review of downtime by status.	**Y**	
9	Provide the ability to track downtime on multiple work orders opened on the same piece of equipment	**Y**	

10. TABLE G - Fuel and Lubricants Management

	Specifications	Response	Comments
1	Have the capability to track all fuels and lubricants purchased in-house or commercially.	**Y**	
2	Provide the ability to track fuel and lubricants by Department and piece of equipment.	**Y**	
3	Have the ability to view fuel and lubricants fluids costs transactions and the accompanying asset meter reading by downloading all fuel, mileage, consumable information to main system for real time PM planning.	**Y**	
4	Provide search capabilities for fuel transactions by user- selected date range and equipment number.	**Y**	
5	Interface with and import data from Fleetwatch fueling system.	**Y**	
6	Provide the ability to manually enter fuel and lubricants transactions.	**Y**	
7	Maintain a perpetual inventory of fuel and lubricants.	**Y**	
8	Track inventory receipts, issuances, stick readings, and allow for moving average fuel and lubricants charges. Ability to allow for moving average fuel charges.	**Y**	LIFO, FIFO, and Average purchase costs available
9	Track multiple alternate fuels including CNG, Kwh, etc.and lubricants.	**Y**	
10	Provide exception reports for consumables. Compute estimated fuel and lubricants needed based on miles accumulated that day.	**Y**	Via Reports
11	Ability to manually enter fuel transactions	**Y**	
12	Ability to manually edit/enter odometer readings.	**Y**	
13	Ability to make fuel corrections	**Y**	Via Reconciliation
14	Ability to verify fuel transactions and correct errors during the import process. Should have the ability to see all fueling transactions and flag/adjust the meter readings in error.	**RM**	All data is linked from Fuel System all adjustments are made in Fuel System

11. TABLE H - Bar Coding

	Specifications	Response	Comments
1	Support the use of bar coding.	**Y**	
2	Print bar code labels including: a. Part Number b. Description c. Storeroom d. Bin Location e. Date Part Received f. Price	**Y**	

12. TABLE I - Reporting Capabilities

	Specifications	Response	Comments
1	Support a standard ad hoc report writer. Please provide name of the recommended report writer.	**Y**	VUEWorks embedded Dynamic Report Tool, Can integratate with PowerBI reporting
2	Ability to export reports to Excel, PDF, XML formats.	**Y**	
3	Ability to view reports on screen before printing	**Y**	
4	Provide standard reports that provide multiple sort and selection criteria along with drill down capabilities. Please provide a list of all standard reports.	**Y**	
5	**Preventative Maintenance Due Report** Comprehensive list of all PM's due within a specified date range and mileage range. Have the ability to print PM work orders automatically when unit reaches PM parameters.	**Y**	
	History Cost & Quantity Report Detailed history of equipment costs by month and year, including all costs broken out by a. Accident		

6	b. Maintenance and repair c. Fuel d. Repair code e. Other fluid quantities f. Miles per gallon g. Overhead h. Cost per mile calculations.	Y	
7	**Equipment/Asset Usage Report** a. Miles driven within a timeframe by equipment, and/or department. b. Scheduled maintenance due Asset list with cost information c. Asset replacement d. Asset master list e. Straight line depreciation Asset inventory snapshot History report	Y	
8	**Master Equipment List Report** Includes the following: a. Year, make, model b. Department c. Class, d. Acquired date with ability to sort by license number e. VIN/serial number	Y	
9	**Equipment List with Meter Information Report** Current and life-to-date meter information with ability to sort by class, year, and department	Y	
10	**Equipment Audit Report** Audit trail of changes to vehicle ID, department, equipment key, and deletions in the system's equipment records.	Y	
11	**PM Compliance Report** Completed PM's flagging those done on time and showing the compliance percentage.	Y	
12	**Mileage Exception Report** Vehicles outside the minimum and maximum meter reading limits to identify high or low usage.	Y	
13	**Vehicle Utilization Report** Vehicle utilization report based on user defined parameters	Y	
14	**Average Age for Disposed Equipment Report** Average age of disposed vehicles by company, department or class.	Y	
15	**Vehicle Replacement Report** Identifies equipment to be replaced based on: In- service date and life expectancy Non-metered equipment System calculated vehicle replacement program	Y	
16	**Downtime Tracker Report** Tracking the amount of time in days and hours that a piece of equipment was out of service and unavailable to the user during their operational timeframe.	Y	
17	**Technician Productivity Report** Tracking indirect vs. direct time per technicians based on available hours. a. Direct labor hours b. Indirect labor hours c. Total labor hours d. Costs	Y	
18	**Key Performance Indicators (KPIs) Reports** Ability to create KPI metrics reports for Management to use in evaluating the effectiveness of operations and to assist in making organizational/personnel decisions.	Y	
19	**Fleet Operations Report** a. Track individual comebacks and shop percentages. b. Work order details by date report and work order c. Outside labor by vendor work order cost summary d. Repair reason frequency e. Fleet availability report f. Technical labor activity report	Y	
20	**Deferred Maintenance Report** Ability to track and report of deferred maintenance and backlog work requests. The report shall provide the ability to sort by date and class to list in summary format the total of: a. Repairs b. Vehicles c. Estimated hours of work	Y	
21	**Parts Inventory by Category Report** Summary of parts inventory movement by storeroom including category, location or type.	Y	
22	**Parts Issued Report** Parts issued within a timeframe, quantity issued and cost with ability to sort by storeroom, work order or repair reason including: a. Work Order b. Equipment Number c. Part Storeroom d. Part Number e. Part Description f. Date g. Quantity Issued h. Total Cost	Y	
23	**Vendor List with Purchase Orders Report** All vendors with basic contact and purchase order information for each.	Y	
24	**Part Orders Received Report** Part orders received (Date received, dated inventoried, and employee who received and inventoried.	Y	
25	**Part Orders Not Received Report** Part orders not received or on backorder with the ability to sort by part number, storeroom or vendor.	Y	
26	**Backorder Parts Report** Parts on backorder within a timeframe by part category then vendor; or vendor then PO. Provides a summary graph displaying the number of parts and days on backorder.	Y	
27	**Parts Master List Report** Parts list sorted by part number, alternate part number, manufacturer part number or catalog number including: a. Part number and description b. Alternate part number c. Catalog number d. Manufacturer part number e. Location f. Quantity in stock g. Primary vendor h. All reference fields	Y	
28	**Inventory Count Sheet in Location Order Report** Count sheets of part numbers in storeroom then location order.	Y	
29	**Parts Obsolescence Report** Parts not issued since a specified time.	Y	
30	**Parts Surplus Report** Parts that have been surplus and salvage value.	Y	
31	**Parts Audit Trail Report** Audit trail (by range or a specific activity) of changes to cost, quantity or part number; orders received/deleted, and part number merges.	Y	
32	**Parts Inventory Movement Report** List of parts with any physical movement including receipts; return receipts; transfers in/out; issues; and issues returned. Totals include the last month, 3 months, 6 months, and 12 months.	Y	
33	**Parts Reorder Report** Ability to generate a report that lists frequently used parts (consumables) that need to be reordered.	Y	
34	**Direct Charge Transaction Report** Parts that are directly charged to a work order.	Y	
35	**Inventory Discrepancy Report** Parts adjusted during an inventory displaying details and discrepancy percentage of distinct parts, quantity in stock and dollar value	Y	
36	**Value of Perpetual Inventory Report** Ability to generate a report giving current value of inventory including credits issued to the inventory.	Y	

37	**Inventory Adjustment Report** Ability to adjust inventory at end of the month, end of quarter and fiscal end year	**Y**	
38	**Downtime Summary** Provide a report displaying total downtime hours using the following sort options: a. Downtime status b. Work order date c. Equipment number d. Class e. Vehicle make	**Y**	
39	**Active Work Orders** Provide a report for Administration users a listing all open work orders for a specific shop including: a. Equipment number b. Date in c. Number of days open d. Status e. Mechanic ID	**Y**	
40	**Indirect Labor Report** Provide a report showing total labor hours and cost for each type of indirect labor by technician.	**Y**	
41	**Fleet Work Order Code by Repair Reason** Provide a report showing work order costs totaled for: a. Stocked parts b. Non-stocked parts c. Outside labor d. Labor e. Total costs f. These costs shall be totaled for the report and subtotaled by repair reason.	**Y**	
42	**Scheduled vs. Nonscheduled Repairs** Provide a snapshot chart displaying the number of scheduled versus unscheduled repairs by month for the past 12 months.	**Y**	
43	**Work Order Count Report** Provides a comprehensive list of all work order numbers within a given date range.	**Y**	
44	**Billing by Department / Account / Division** Provide a billing report sorted by account codes within department within division. Bill report filled by time period (i.e. from monthly, quarterly, and fiscally).	**Y**	
45	**Billing History Report** Provide a billing report for a past billing period.	**Y**	
46	**Equipment Financial History Report** Provide an equipment billing history for a specified calendar year summarized by month, year-to-date, and life-to-date. It should provide a cost per mile for operating and total costs.	**Y**	
47	**Warranty Report** Provide a report of warranty claims and open warranties for a user defined date range. Vendor, part description, part number, original part cost, date used, and whether the warranty has been claimed need to be shown	**Y**	
48	**Core Report** Provide a core report for a user defined date range displaying outstanding cores and claimed core credits. Vendor, part description, part number, original part cost, date used, and core charge/credit need to be shown.	**Y**	

13. TABLE J - Security/Access

	Specifications	Response	Comments
1	Provide unlimited user ID's with assigned password.	**Y**	
2	Ability to restrict/allow access to system's features by user ID and password.	**Y**	

14. TABLE K - Training

	Specifications	Response	Comments
1	Provide onsite system training for transitioning to live production with the software. The proposed pricing shall include all recommended training with a minimum of 40 onsite hours; which will accommodate (a) day, and (b) night work schedules.	**Y**	
2	Provide training for all levels of users (management, admin, mechanics, etc.).	**Y**	
3	Provide a variety of training media including manuals, job aids and electronic instruction.	**Y**	
4	Provide report writer training to the software database. Include the recommended training in the pricing section.	**Y**	

Attachment 2:
Vendor Technology Questionnaire

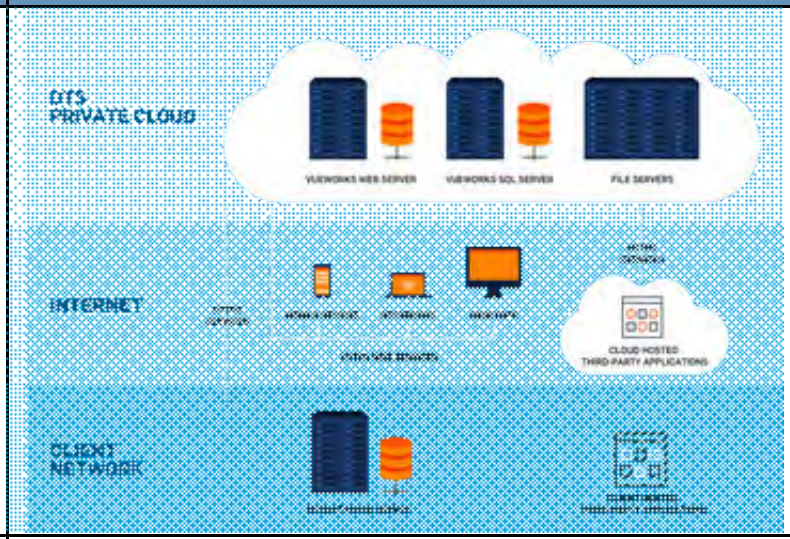
In addition to the Questionnaire included on the following pages, see Attachment A, B, and C submitted as separate attachments.

- **Attachment A - DTS Vendor Questionnaire Assessment Report** (submitted as separate document)
- **Attachment B - DTS Vendor Questionnaire ROC Reporting** (submitted as separate document)
- **Attachment C - DTS Vendor SOC 1 Type 2 Report** (submitted as separate document)

Data Transfer Solutions, LLC IT Questionnaire

Vendor please complete vendor identification section and then respond to all questions that apply. Some rows may be hidden; you do not need to respond to hidden questions. If documents are requested please use "Insert object" to attach the document directly into the Vendor Comments cell.

Vendor Name:	Data Transfer Solutions, LLC
Completed By:	Todd Spangler
Date Completed:	3/27/2023

#	Question	Vendor Response	Vendor Comments
1	Facilities /Data Center		
1.1	What are the data center/computer room implications (floor and rack space, power needs, A/C load, UPS load)?	N/A	On-prem solution can be deployed within existing infrastructure. Deployment requires from 2-5 VMs.
2	Server		
2.1	What is the client/server architecture (provide diagrams if possible)?	See comments	
2.2	The client stores what files?	Only if you will be using Mobile Applications	Mobile apps utilize local database storage for disconnect functionality.
2.3	The server stores what files?	All files are stored on the server	Mobile apps utilize local database storage for disconnect functionality. Web portal application maintains all files on the server.
2.4	Is the product able to run and supported as a virtual machine with VMWare ESX VI64.0 or higher?	Yes	
2.5	What operating systems & versions are supported?	Windows 8 operating system or higher	
2.6	How many servers are needed?	Two recommended	VUEWorks® recommends a two-server architecture with one server for ArcGIS Server and one Server for SQL Server. The VUEWorks® web application can be installed alongside ArcGIS Server or on another web server.

2.7	What are the minimum server requirements?	See comments	•Minimum version Windows Server 2016 •Minimum version of SQL Server 2016 Standard or Enterprise (Express not supported) •Minimum version of .NET 4.8 on the app server •Requires .NET Core 3.1.2 (ASP.NET Core Runtime Windows Hosting Bundle) •Requires 64-bit (compatible with VUEWorks® 2019.2.3 and later) •Requires SSL (Including GIS), and a minimum of TLS 1.2 •Requires updated Microsoft Redistributable Drivers •Use of standard ports in Esri ArcGIS Web Adaptor (domain URL with no IP or port) •One project site per application
2.8	Can existing servers be used?	Yes	
2.9	Is there any other software/middleware needed on the server side (e.g. IIS, SQL ...)? If so, what and identify versions?	IIS 7, SQL server 2016+	
2.1	How many environments/partitions are needed (Sandbox, Dev, Test, Training, QA, and Production)?	See comments	Typically 2-3 enviroments are set up for on-premise clients, for the hosted option 2 environments are being proposed, however, additional environments are available to be added.
2.1	How is Dev/Test/QA and Production partitioning/separation done?	Separate servers or separate IIS web applications.	
2.1	Describe any certificate requirements?	See comments	VUEWorks provides a TLS certificate for hosted deployments. On-prem deployments would require a client issued certificat for a FQDN.
2.1	If certificate needed, how is it licensed?	Included with hosted deployment.	
2.1	How is license compliance enforced?	Periodic review of usage	
2.2	If a license server is needed, is Flexnet LMTools supported?	N/A	
2.2	How is version/patch promotion, etc. done from Dev/Test/QA to Production?	Based on client requirements	Typically version and patch promotion is deployed first to Dev, then Test and then Prod. Specific client requirements can be addressed as needed.
2.16a	How often are patches released?	As needed	
2.16b	How often are upgrades released?	Typically three times per year	
2.16c	What is involved to install a patch and upgrade?	Upload of a zip file through a user interface. Same with upgrade releases.	
2.17	How is load-balancing architected?	Based on client requirements	Individual client environments that can scale to meet specific requirements.
2.18	How is High-Availability and Disaster/Recovery architected?	Replication	Environment is replicated to geo-distant datacenter facility.
2.19	Is H-A via external means (i.e. MS-Clustering)?	Yes	
2.20	If MS-Clustering is used, which options are available (active/passive or active/active)?	Active/passive	
2.21	Is H-A via internal means (i.e. synchronization of servers and data within the application)?	N/A	
2.22	GRU uses Trend Micro Worry-Free Business Security for Anti-Virus on servers. Have you tested your system with this product? What, if any, and the known scanning exception that need to be configure?	See comments	Not specifically tested with Trend Micro Worry-Free Business Security, however no scanning exceptions are required for the security applictions utilized by DTS (Sentinel One).
3	**Storage & RDBMS**		
3.1	What RDBMS is used?	Microsoft SQL Server	
3.2	Must the RDBMS system be installed on the same server as the application, or can it be on a separate existing server?	No	Separate servers are not required but recommended.
3.3	If your product uses MS-SQL, does your application require SA for installation?	No	
3.4	4. If your product uses MS-SQL, does your application operate and run using the SA account (bad practice), or does it use a different account after tables are setup?	Different Account	
3.5	If your product uses MS-SQL, does the configuration require "Named Pipes"?	No	
3.6	If your product uses MS-SQL, does the configuration require SQL Server Reporting services?	No	
3.7	Does your application utilize the Common Language Runtime (CLR) inside the SQL Server engine? If yes, please provide details as to why. This may require follow-up with DBA.	No	
3.8	Must user accounts be created in the RDBMS? If yes, why?	Yes	System requires user accounbts in our DB and they can be associated with an exernal IDP
3.9	What is the estimate DB size (initially and growth)?	Varies	Most deployments have SQL databases less than 5 GB in size, but can vary depending on client requirements.
3.10	What is a typical or ballpark size for data (1GB, 10GB, 100GB, 1TB ranges)	Varies	
3.11	How do you determine the DB size estimate?	Existing database review	
3.12	Is a File Share necessary? If so, what for?	No	Local/direct storage is supported.
3.13	Is a SAN (HP EVA, HP MSA) environment supported?	Yes	

3.14	Is local server disk space required? If so, why and how much?	No	
3.15	How is backup and restore accomplished?	See comments	Depending on nature of request/requirements, individual data items as well as application specific items can be restored individually. Point in time server images are available for restore/reference as well.
3.16	What, if any, are common backup and restore issues?	None	Standard VM deployments with Microsoft Server OS and Microsoft Server applications.
3.17	How is archiving done (internal to the application and database, and external databases)?	Periodic database backup	
3.18	What, if any, are the archiving issues?	N/A	
3.19	What is involved to configure the application if server name, storage locations and the like change?	Change configuration	Can be handled through our adminitrative UI.
4	**Network**		
4.1	Does the product work on an IP network?	Yes but it will need a subdomain for VUEWorks	
4.2	Is a static IP address required? If so, why?	No, but your domain/subdomain needs to point to your web server somehow.	
4.3	Is multicasting required? If so, why?	No	
4.4	What is the estimated bandwidth consumption?	Depends on the number of users. When a user logs into VUEWorks it takes about 22MB of page weight per user	
4.5	What ports need to be opened in the Firewall/Router? Please specify all port #'s and what they are for – those required and those optional.	No specific port needed. Everything will work by default on port 443	
4.6	Does any server need to be in the DMZ and/or Internet, if so describe details of the requirements?	You can keep your servers in a private network if you won't be using Mobile Apps.	
4.7	How is security accomplished, particularly if anything is in the DMZ or the Internet?	You need to work with your firewall team to route traffic to the VUEWorks server.	
4.8	8. Does the server or application require or expect to have Internet access?	Only if you will be using Mobile Applications	
4.9	Will the server or application require or expect to have direct Internet access by non-employees?	No, if we need to troubleshoot, your team can share the screen during the meeting.	
5	**E-Mail**		
5.1	Is Exchange Online integration supported?	VUEWorks supports Office 365 SMTP server	
5.2	What specific version of MS-Exchange is required?	None	
5.3	What, if any, special configuration is needed for MS-Exchange?	You will need to ensure the email address sending the emails is allow for SMTP.	
6	**Web Server/HTTP/HTTPS**		
6.1	Is a web server required? If so what is supported?	Windows 2019 or Windows 2022	
6.2	What versions of web servers are supported?	IIS	
6.3	If the .Net framework required, what version(s)?	Net Framework 4.8 (we will provide a copy if needed)	
6.4	Is any special configuration needed for the web server?	Install IIS and we will provide the server components. Also the application pools under IIS will need to run on a specific user account. (Local or AD account)	
6.5	If an application container is needed (eg. JRun, Tomcat), what product and version?	No	
6.6	What browsers are supported?	Edge and Chrome	
6.7	Is Internet access required by the product and by business functionality?	Yes	Mobile applications can work in a disconnected state, however do require internet connection to synchronize data to/from VUEWorks

6.8	s HTTPS required, how and why is this used?	We will need the TLS/SSL certificate installed on the web server. It's a requirement for VUEWorks to work.	
7	**Data Security**		
7.1	Do you require that all removable media, which may contain organizational data, is encrypted?	N/A	Removable media is not utilized within the DTS hosting environment.
7.2	Do you require that all media, including hardcopies, containing organizational data is disposed of securely when no longer required?	Yes	
7.3	Have you implemented data loss prevention tools?	Yes	
7.4	Do you employ full disk encryption on all laptops?	Yes	
7.5	Do you encrypt databases?	Yes	
8	**Client**		
8.1	What is the required/available client platforms?	Edge and Chrome web browsers	
8.1a	Hardware minimums	2.0 GHz or faster processor Windows based device	
8.1b	OS (version(s), edition(s), bit size 32 or 64)	4 GB RAM	
8.1c	JVM (provider and version)	Wired 100baseT network connection, and/or Wireless a/b/g/n, and/or cellular carrier access card (see network section)	
8.1d	.Net version	1280 x 800 resolution highly recommended	
8.1e	Browser provider and version	Windows 8 operating system or higher	
8.7	Identify any other software needed on the client side (eg. MS-Project, Visio, ...)?	N/A	
8.8	Is there a deployment kit (like an MSI)?	.NET Core 3.1.2	
8.9	Is Microsoft APP-V (Application Virtualization) supported?	Chrome, MS Edge, Firefox	
8.1	How are client patches and upgrades done?	N/A	
8.10a	What is the delivery means from you to GRU?	N/A	
8.10b	What is the deployment means for GRU to do the installs?	N/A	
8.10c	How often will patches and upgrades be made available?	Upload of a zip file through a user interface. Same with upgrade releases	
8.10d	Is ADMINISTRATOR privilege required to do the install?	Download from VUEWorks Help Portal for On-Premise installations	
8.11	GRU uses Cylance Protect Anti-Virus. Has your system been tested with this? What, if any, are the known scanning exception that need to be configured?	Via User interface, upload of release package and step by step guided process	
9	**File Transfers**	Typically three times per year for standard updates and as needed for patches.	
9.1	Describe any file transfers necessary, either from system to system within GRU, or to/from 3rd party vendor and GRU. The answer should include the following for each file:	Yes	
9.1a	Is the file transfer done through a batch (non-interactive) job/process?	No	
9.1b	Is the file transfer done through a user initiate interactive process, & by what means (launching a script or using an interactive tool)?	N/A	
9.1c	What is the schedule for the file transfer?	N/A	
9.1d	Will GRU be receiving a file, if so, where is it stored, what process is used to receive the file (batch job/script, user initiate/interactive tool)?	N/A	
9.1e	What is the file retention period?	N/A	
9.1f	What logging, error checking/processing, error reports are generated?	N/A	
9.1g	What happens when there are file transfer problems?	N/A	
9.1h	What happens if there are internal file/data format problems	N/A	
10	**Application Administration & Security**		

10.1	Explain the system security model and requirements.	Variable	We use secure connections through tls. We then support multiple different Identity providers for user authentication (i.e azur AD, okta, one login, etc).
10.2	Is the authentication integrated with Active Directory and/or LDAP and can it use Windows network authentication, or is it a separate authentication database?	VUEWorks supports Local accounts, Active Directory	
10.3	If using Active Directory or LDAP, if you change your AD or LDAP password does in automatically propagate to application authentication database.	Yes	
10.4	Beyond account authentication, is there integration with Active Directory and/or LDAP? If so, what & how?	VUEWorks can authenticate with (Azure or OneLogin) using SAML2p	
10.5	How are permission dealt with, is it Active Directory integrated?	Permissions are configure at the VUEWorks side	
10.6	How is user authentication done?	Log in Portal	
10.7	Do users sign-on to the product?	Yes	
10.8	What tasks with typical time amount and skill sets are necessary to administer the system/application (ie. manager accounts, permission, etc...)?	You will administrator permissions	
10.9	What internal systems will be accessed or interfaced with, give details of specifications?	The web server will have access to your SQL server for inbound and outbound	
10.10	What external systems will be accessed or interfaced with, give details of specifications?	The only external services will be the GIS server	
10.10	What internal users will access system?	User will have access to VUEWorks and document files	
10.12	What external users will access system?	N/A	
10.13	Does software meet established national/international security or quality agency standards? Agency examples include NIST, CISA, ISO, SOC, or similar. Additionally, can vendor provide evidence they use Secure Software Development Framework (SSDF), or measures such as Cyber Supply Chain Risk Management?	N/A	
11	**Printing, Scanning, & Faxing**		
11.1	Are there any specific printer or other peripheral device requirements?	N/A	
11.2	Are there any special printing and other peripheral device issues?	N/A	
12	**Programming Environment**		
12.1	What programming languages are used?	NET	
12.2	What programming environments are used?	MS Visual Studio	
12.3	What other IT tools are used?	SSMS, SSIS, browsers (dev tools), fiddler, fireshark	
12.4	How do we securely develop and deploy our own applications interfacing with this system?	Web Services	
12.5	Does the application need Administrator privileges to run?	No	
12.6	Does the application use the least privilege to run paradigm?	Yes	
13	**Mobile Computing**		
13.1	What end-user mobile hardware is required and supported, what are the specification details? For example, laptop, handheld	Android and iOS	
13.2	What network hardware is required and supported, what are the specification details? For example, 802.11a/b/g/n,GPS, Ethernet RJ45	802.11n	
13.3	What are the OS requirements/specifications for the end-user mobile hardware (include all supported OS)? For example, Windows XP, Windows CE	At least iOS 15 or Android 12	
13.4	Does the vendor provide End to End application security allowing the product to be used from the Internet? How? For example: Yes, SSL/Application proxy in DMZ. User level authentication in the application.	VUEWorks requires a TLS so the data will have a layer of security from the web server to the Mobile app..	
13.5	What are the network security requirements/specifications for the end-user mobile hardware, OS and client application? Required: 802.11i(802.1x) Unacceptable: WEP, WPA-1, WPA-2	This will be handle from the client side	
13.6	What enabling client software is required, specify exact products and version? For example, Web Browser (specify exactly), Java VM	N/A	

13.7	What is the client application software and its functionality?	WorkForceVUE (Service Request, Work Orders and Facilities)	
13.8	How is client installed: side load or available from a public/private app store?	Apple and Google Store	
13.9	Is there an application or "brokering" server that resides in the customers DMZ to communicate with the mobile client application software?	VUEWorks will be hosted at the server side which will need inbound and outbound traffic to the Mobile app.	
13.10	What network protocols and tcp/upd port numbers will the "brokering" server in the DMZ require for access to the private network?	Just TCP/IP on 443	
13.11	What network protocols and tcp/upd port numbers will the "brokering" server in the DMZ require for access from user on the Internet?	Just TCP/IP on 443	
13.12	Is IPSec VPN supported?	Yes	
13.13	Is SSL VPN supported?	Yes	
14	**Phone System**		
14.1	Are there any special requirements for GRU's phone system?	N/A	
14.2	Is CISCO VOIP support? Specify appropriate details.	N/A	
14.3	Describe any VOIP integration requirements.	N/A	
15	**Support**		
15.1	Contact Information (phone#, web page, info needed to log call)?	Email, Phone or Zendesk ticket	
15.2	Support hours, time zone?	8 am to 5:30 PM EST	
15.3	Support tools needed to interact with vendor?	Teams meeting	
15.4	What are the Support "protocols" needed to interact with vendor? In other words, how do you authenticate who the customer requesting support, that they are allowed to call, and are under support? What info does customer need to provide?	Customer needs to be part of our Zendesk ticket system.	
16	**Typical Installation Schedule**		
16.1	Prep work and duration?	4 hours	
16.2	Installation work and duration with vendor?	2 hours	
16.3	Post work and duration?	Typically none	
16.4	What IT staff types will be needed (Sys Admin, DBA, Programmer, Desktop support, business analysts)?	DBA and Sys Admin	

[Insert Company Name] Vendor Security Questionnaire

Vendor to complete vendor identification section and then respond to all questions. Some rows may be hidden; you do not need to respond to hidden questions. If documents are requested please use "Insert object" to attach the document directly into the Vendor Comments cell.

Vendor Name:	Data Transfer Solutions
Completed By:	Todd Spangler
Date Completed:	3/27/2023

#	Question	Baseline	Vendor Response	Vendor Comments
1	**Document Requests**	LOW, MEDIUM, HIGH		
1.2	Please attach a copy of any information security or privacy certifications (e.g. ISO 27001, PCI DSS, GDPR)	LOW, MEDIUM, HIGH	Attached	PCI, SOC 1 Type 2, HIPPA
2	**Asset Management**	LOW, MEDIUM, HIGH		
2.1	Do you maintain an inventory of all hardware and software assets, including ownership?	LOW, MEDIUM, HIGH	Yes	
3	**Governance**	LOW, MEDIUM, HIGH		
3.1	Do you have an information security policy that has been approved by management and communicated to all applicable parties?	LOW, MEDIUM, HIGH	Yes	
3.5	Have you designated an individual, who is at least at a manager level, who is responsible for information security activities?	LOW, MEDIUM, HIGH	Yes	
4	**Supply Chain Risk Management**	LOW, MEDIUM, HIGH		
4.1	Do you perform security assessments on potential suppliers prior to entering into agreements with them?	LOW, MEDIUM, HIGH	Yes	
5	**Identity Management, Authentication, and Access Control**	LOW, MEDIUM, HIGH		
5.1	Is all access to information systems formally approved by the appropriate asset owner?	LOW, MEDIUM, HIGH	Yes	
5.4	Are all access rights to information systems immediately revoked upon employee/contractor termination or change of role?	LOW, MEDIUM, HIGH	Yes	
5.7	Do you require the use of multi-factor authentication for all remote access to organizational data, including email?	LOW, MEDIUM, HIGH	Yes	
6	**Human Resource Security**	LOW, MEDIUM, HIGH		
6.1	Do you have an information security awareness program designed to ensure that all employees and contractors receive security education as relevant to their job function?	LOW, MEDIUM, HIGH	Yes	
7	**Data Security**	LOW, MEDIUM, HIGH		
7.1	Do you require that all removable media, which may contain organizational data, is encrypted?	LOW, MEDIUM, HIGH	Not applicable (Please explain)	No removable media is utilized.
7.2	Do you require that all media, including hardcopies, containing organizational data is disposed of securely when no longer required?	LOW, MEDIUM, HIGH	Yes	
8	**System Acquisition, Development, and Maintenance**	LOW, MEDIUM, HIGH		
8.1	Are information security requirements defined for all new information systems, whether acquired or developed?	LOW, MEDIUM, HIGH	Yes	
8.3	Is data used for development and testing protected through anonymization?	LOW, MEDIUM, HIGH	Not applicable (Please explain)	No PII data is captured
9	**Physical and Environmental Security**	LOW, MEDIUM, HIGH		
9.1	Are physical security perimeter controls implemented around sensitive locations such as data centers?	LOW, MEDIUM, HIGH	Yes	
10	**Information Protection Processes and Procedures**	LOW, MEDIUM, HIGH		
10.4	Do you control the transfer of information to external parties through authentication and encryption?	LOW, MEDIUM, HIGH	Yes	
10.6	Are all information systems that are susceptible to malware protected by up-to-date anti-malware software?	LOW, MEDIUM, HIGH	Yes	

10.7	Do you have a backup and recovery process designed to ensure that data can be recovered in the event of unexpected loss?	LOW, MEDIUM, HIGH	Yes	
10.12	Do you evaluate, test, and apply information system patches in a timely fashion according to their risk?	LOW, MEDIUM, HIGH	Yes	
11	**Protective Technology**	LOW, MEDIUM, HIGH		
11.1	Have security event logging requirements been defined, and are all information systems configured to meet logging requirements?	LOW, MEDIUM, HIGH	Yes	
11.3	Have you deployed intrusion detection or prevention systems at the network perimeter?	LOW, MEDIUM, HIGH	Yes	Provided by Fortinet FortiGuard
12	**Security Continuous Monitoring**	LOW, MEDIUM, HIGH		
12.1	Have you deployed automated tools to collect, correlate, and analyze security event logs from multiple sources for anomalies?	LOW, MEDIUM, HIGH	Yes	
12.5	Do you employ automated tools to scan information systems for vulnerabilities on a regular basis?	LOW, MEDIUM, HIGH	Yes	
13	**Information Security Incident Management**	LOW, MEDIUM, HIGH		
13.1	Do you have a formal, documented security incident response plan?	LOW, MEDIUM, HIGH	Yes	
14	**Privacy**	LOW, MEDIUM, HIGH		
14.2	Do you maintain an inventory and mapping of where all personal data is stored that includes cross-border data flows?	LOW, MEDIUM, HIGH	Yes	

Resumes

William Land

Project Manager

Mr. Land is a Project Manager and Senior Planner at Data Transfer Solutions. Mr. Land has 21 years of experience managing projects, administering contracts, performing strategic planning and coordinating public hearings and other meetings. His transportation planning experience at the Michigan Department of Transportation and in the private sector is diverse, ranging from participating in environmental review processes to scenic and heritage routes to urban rail system implementation. Mr. Land also has extensive experience in the civic arena, including service as President of the Central Florida Urban League Young Professionals.

RELEVANT PROJECT EXPERIENCE

SunRail Marketing, Florida Department of Transportation. Mr. Land is the Project Manager for DTS's twelve-year multi-million-dollar SunRail marketing contract. He oversees all aspects of the project including technology applications, on-board Wi-Fi system, custom transit applications and all marketing and business development activities. He also oversees the on-platform ambassador team comprised of more than 30 individuals who handle ticketing, safety and the customer experience at stations. He manages a budget of approximately $2.5 million each year. Prior to the start of SunRail service, Mr. Land managed construction outreach and public involvement for the system as the Project Manager for SunRail City Center. During that time, he made numerous presentations to businesses and the general public. He also previously directed the SunRail Downtown Tower Outreach program and managed SunCard sales in downtown office towers.

VUEWorks® Implementation, Lynx. Lynx, the transit agency serving three counties in the Orlando metropolitan area, is currently expanding its use of VUEWorks asset management software which is now used for stop and shelter locations and amenities. The expansion is being undertaken to start a system of record for all customer requests related to stop and shelter facilities, and the Service Request module is now being configured. The goal is to also be able to utilize the Service Request module to accommodate requests for Lynx buildings and other facilities. Mr. Land is serving as the Project Manager and a subject-matter expert in transportation and asset management for the current activity.

VUEWorks Implementation, Maryland Department of Transportation. The Maryland State Highway Administration chose VUEWorks as its new asset management software for the management of transportation assets. VUEWorks is currently being implemented for the Department, with Data Transfer Solutions providing the hosting environment. Mr. Land is serving as the Project Manager for the implementation.

Heritage Route/Byways Program, Michigan DOT. The Michigan Heritage Route program encompasses segments of the highway system that are representative of the State's natural and cultural heritage. Routes may be historic, recreational or scenic, and the routes have preservation, community, educational and economic benefits. As the coordinator for the program, Mr. Land managed the program, worked with local governments to prepare and process applications and prepared reports and documents related to the program.

Total years of experience

6

Years with firm

6

Education (Heading)

B.S., Urban and Regional Planning, Michigan State University, 1997

Professional Affiliations

President, **Central Florida Urban League Young Professionals**, 2012 – 2013

NEPA Studies, Michigan DOT. Mr. Land participated as a member of project study teams for a number of environmental documents. He reviewed and edited technical documents including Environmental Assessments, Environmental Impact Statements and Supplemental Environmental Impact Statements. Among the projects was the Petoskey Bypass project for which the no-build alternative was ultimately selected – this project gave Mr. Land significant experience in working with environmental and opposition groups.

Capacity Projects Transportation Planning, Michigan DOT. Mr. Land provided coordination for planned capacity projects with the Southeast Michigan Council of Governments, the largest metropolitan planning organization in the state. He also reviewed and edited Interchange Access Justification Reports and created a project database for 50 statewide capacity projects. Additionally, Mr. Land developed and evaluated project justifications for proposed federal and state capacity projects.

Detroit River International Crossing Study (NITC), Michigan DOT. The proposed multi-billion- dollar Detroit River International Crossing, also known as the New International Trade Crossing, is proposed to connect Detroit with Windsor, Ontario, complementing existing border crossings between the US and Canada. Mr. Land assisted in public involvement activities for the Preliminary Design & Engineering study, including the coordination of public meetings.

Detroit Intermodal Freight Terminal Study, Michigan DOT. Due to limited intermodal capacity in southeast Michigan, the Michigan Department of Transportation initiated the Detroit Intermodal Freight Terminal (DIFT) study in an effort to expand such capacity. The Preferred Alternative, which was subsequently approved, involved the consolidation of intermodal operations for four railroads at a single yard. Mr. Land took part in public involvement activities for the study, including outreach to the public and local advisory council meetings.

M-85 Fort Street Bascule Bridge Replacement Project, Michigan DOT. The Michigan Department of Transportation proposed replacing the M-85 bridge in Detroit over the Rouge River that was built in the early 1920s. Following a Finding of No Significant Impact, the project was approved. Mr. Land directed public involvement activities for the Environmental Assessment for the project. He developed the public involvement strategy, developed the project database, coordinated public meetings and conducted specialized outreach to community groups.

GIS Centralization Project, Ohio DOT. ODOT has continued to build its data management infrastructure, employ new technologies and enhance its ability to serve critical information to data consumers within the Department. The GIS Centralization project was designed to take a closer look at the efficiency and effectiveness of ODOT's data assets. Activities in this project served to document current ODOT business practices and assess the effectiveness of current data collection and management practices. ODOT selected the team headed by Data Transfer Solutions to perform these big data governance services. The project was focused on an enterprise-wide approach to managing geospatial resources throughout the Department, and the completed project is assisting ODOT in managing its geospatial assets throughout all phases of the data life-cycle. Mr. Land was the Assistant Project Manager for the project.

President, **Central Florida Urban League Young Professionals**, 2012 – 2013

- Managed a 100-member organization and leadership council
- Responsible for the Executive Board and 5 committees

Member of the SNC-Lavalin Group

Donna M. Huey

Principal-in-Charge

Donna Huey has 30 years of experience in engineering and environmental technology consulting and implementation. Ms. Huey leads Atkins' services in strategic planning, process and requirements analysis, system development, and system delivery for innovative technology solutions. She has been responsible for numerous data collection, assimilation, and management projects relying on GIS and related database and web technologies. Ms. Huey offers significant expertise in technology project management, change management, and consensus development and helps clients understand and interpret business needs so that sustainable technology solutions can be designed and implemented. She is involved in both national and international business development for this market.

Ms. Huey's project experience includes:

On-Call Program Management Services, San Diego Association of Governments, San Diego, CA. Principal-in-charge for all application development services provided to the San Diego Association of Governments (SANDAG) under Atkins' program management contract. Oversaw the implementation of SANDAG's Transnet Program Management Dashboard (www.transnet.com) and the Cost Management System, which were fully implemented in 2006. Continues to serve as both principal and active project manager for ongoing application development projects, including the Environmental Mitigation Program dashboard, the Electronic Schedule Update Tool for Primavera integration, and Transnet Dashboard Reporting Enhancement projects. Current project conceptualization includes the integration of GIS to support interactive map components on the current and proposed dashboard applications.

California Floodplain Delineation and Floodplain Mapping Activities (2005-2008), California Department of Water Resources, Sacramento, CA. Strategic advisor and principal for oversight of geospatial and data management services in development of the statewide levee database and related GIS/web-based viewer and data management applications.

Central Florida Transportation Authority (LYNX) Customer Service Center Application, Orlando, FL. Ms. Huey acted as project manager for the final stages of the LYNX customer service center application project. Her duties included oversight and quality control of all graphical and nongraphical databases developed and delivered as final products to LYNX. The application developed gives customer service center representatives the capability to locate the addresses of callers and their desired destinations, as well as provide information regarding appropriate bus routes, schedules, and fares.

Disney Animal Kingdom Vegetation Mapping and Analysis, Lake Buena Vista Communities, Orange County, FL. Project manager for the creation of a detailed vegetation map for Disney's Animal Kingdom theme park. Oversaw photo interpretation, groundtruthing, and the development of a customized user interface in ArcView to manage the map and the associated plant databases.

Manatee County Utility Data Conversion, Manatee County, FL. As principal-in-charge, Ms. Huey oversaw a team that performed the countywide utilities data conversion, successfully creating the enterprise utilities geodatabase that serves as

Total years of experience

30

Years with firm

28

Education (Heading)

B.S., Zoology, University of South Florida, 1991

Certifications

Certified Wetland Delineator, U.S. Army Corps of Engineers

Honorary appointments

Atkins Fellow

Professional affiliations

Esri, ESRI Southeast Regional Users Group (SERUG)

Software

ArcIMS, RDBMSs, Oracle, MS SQL, and MS Access

the backbone of the County Public Works data repository. The project managed conversion of datasets in various platforms, including CAD, GIS, Cybernet, WaterCAD, SewerCAD, Hydra, and paper documents. Progress was tracked via two key performance metrics of backlog reduction for as-built drawings section number for non-as-built data. Completion of the project was complimented with in-depth training sessions to review all processes and procedures for data maintenance. Under Ms. Huey's charge, this project was completed under budget and remaining funds could allocated to additional GIS projects.

Electronic Compliance Action Tracking System (eCATS), City of Tucson, AZ. As principal/technical advisor/project manager, she led the development and implementation of eCATS for the City of Tucson. The system is web-based and provides a centralized portal for data entry and reporting of all environmental compliance activities for the City. Responsible for the collection of business requirements, application design, integration of the database with the City's Laboratory Information Management System (LIMS)m, development, deployment, and training of personnel. The system has continued to undergo enhancements to incorporate the automation of City business processes and to continue integration with other business systems and extend the use of the application into the field.

Intelligent Transportation System (ITS) Data Collection, Orlando-Orange County Expressway Authority, Orlando, FL. As manager, she helped design data capture methodologies and provided all quality control functions for all elements of the data collection efforts being carried out by multiple subconsultants. These elements included spatial features, data attributes, and extensive digital photo libraries. Metadata and accuracy were verified, and layers were prepared for and incorporated into the Orlando-Orange County Expressway Authority (OOCEA) web-based GIS data viewer, as well as the OOCEA raster application.

Presentations

"Digital Disruption Impacts & Opportunities Across the Delivery Supply Chain", CMAA Houston Chapter, Technology Disruption in Supply Chain, 2021

"Barriers to Data Rich Design", Engineering Matters Podcast, 2021

"Data-rich Design: Five Obstacles to Overcome", BIM+ Magazine, 2021

"Designing for an Evolving Society: The Future is Now," presented at the AutoDesk University Conference, Las Vegas, NV, December 1, 2014.

"Implementation of GIS in Environmental Permit Compliance for the City of Celebration, Florida," presented at the ESRI National Users Conference, San Diego, California, July 1997.

"Utilization of GIS as a Management Tool in U.S. Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Permit Compliance," presented at the ESRI National Users Conference, San Diego, California, 1998.

Member of the SNC-Lavalin Group

Joey Ragheb, PMI-SP

Assistant Project Manager

Mr. Ragheb is a Project Manager at Data Transfer Solutions with professional experience across a variety of management roles. He is proficient in numerous software programs including VBA, Python and Java. Mr. Ragheb is also fluent in three languages. His VUEWorks® project management experience encompasses a wide range of clients, from municipalities to the departmental level of state governments.

RELEVANT PROJECT EXPERIENCE

Enterprise Asset and Work Order Management, City of Joliet, Illinois. The City of Joliet has selected VUEWorks as its new GIS-centric system for managing assets and work citywide. The first phase of the implementation is focused on the Public Works Department with the second phase to include the Fire Department, Facilities Management and Motor Management. Mr. Ragheb is the Project Manager.

Asset & Work Order Management (AWOM) Software, Anne Arundel County, Maryland. The County selected DTS and its VUEWorks software for its new AWOM software system. The implementation is eventually to be countywide, with the initial implementation covering the bureaus of Highway, Waste Management, Utilities and Engineering. Initial assets managed by the system include pavement, curbs, guardrails, storm drains, signs, signals, street lights, landfill, water distribution, water wells, hydrants, wastewater collection and hundreds of buildings and other facilities. Mr. Ragheb is the Project Manager.

CMMS / EAM Software, City of Burlington, Vermont. The City of Burlington selected VUEWorks software to serve as its new Computerized Maintenance Management System and Enterprise Asset Management System. DTS is now implementing the commercial off-the-shelf software to further the City's goal of managing and tracking all City-owned assets in the solution. Mr. Ragheb serves as the Project Manager for this implementation.

Computerized Maintenance Management System, City of South Portland, Maine. The City selected VUEWorks to serve as its new CMMS to help it with its work and asset management needs. DTS implemented VUEWorks to address the City's functional requirements for asset management, maintenance management, work management, integration with other City systems, inventory and resource management, data management, records management and reporting. Mr. Ragheb was the Project Manager.

VUEWorks Implementation, Missouri Department of Conservation. VUEWorks asset management software has been implemented to assist the Missouri Department of Conservation (MDC) in meeting its goal of having a world-class asset management program incorporating best management practices. The system was implemented to provide both field and office users with the ability to accommodate maintenance, reporting and other operational user needs for dozens of asset types and also to allow MDC to have tasks performed in an organized, systematic manner so that predictable results and service levels can be achieved and processes better controlled. Field users are now using the mobile FacilityVUE app to manage assets within facilities. Mr. Ragheb has taken over management of the project for DTS as the use of the system continues to expand.

Total years of experience

7

Years with firm

6

Education

B.E., Civil Engineering, Lebanese American University; Byblos, Lebanon, 2016

M.Sc., Artificial Intelligence, University of Bath, Bath, United Kingdom, 2023

Certifications

Certified Scheduling Professional, Certificate Number: 2631668

Professional affiliations

Member of the ASCE (American Society of Civil Engineers)

Software

Primavera, P6
Microsoft Office
GPS-X
ROBOT software
AutoCAD
AutoCAD Civil 3D
SAP 2000
H2O map Plaxis
Primavera
Revit
Java
Pavement Management
Drip
GIS
SAFE

Professional development

Languages
English (Fluent)
French (Fluent)
Arabic (Fluent)

Enterprise Asset Management System, Atlanta-Region Transit Link Authority. ATL selected Data Transfer Solutions and our VUEWorks software to be a scalable solution to meet the needs of the agency and its regional partners to ensure that they can maintain a State of Good Repair with all of their assets. The EAMS will be used for asset performance reporting, to maintain assets and to support asset planning and business decisions. Mr. Ragheb is serving as the Assistant Project Manager on the project.

VUEWorks Asset Management Software Implementation, Indiana Toll Road. The company managing the Indiana Toll Road selected VUEWorks software as its asset management software to assist with construction, maintenance, repair and operation of the 157-mile system. DTS is providing project management, consultation, documentation, configuration, training and support systems for the implementation that includes all VUEWorks modules. Mr. Ragheb is serving as the Project Manager for the project.

Enterprise Maintenance Management & Asset System (EMMA), Oklahoma Turnpike Authority. The Oklahoma Turnpike Authority selected VUEWorks software for its new EMMA system which is replacing their previous Hansen software. The objectives to be addressed by VUEWorks include real-time GIS integration, a highly intuitive system, user-friendly mobile technology and robust reporting and query generation without the need for a DTS programming specialist. The system is currently being implemented at the Authority, and Mr. Ragheb is the Project Manager.

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Todd Spangler, PE, IAM

Subject Matter Expert

Mr. Spangler is the Business Development Manager for Data Transfer Solutions where he supports both asset management collection projects and VUEWorks® asset management software implementations. Mr. Spangler's 27 years of professional experience encompass serving as a project engineer, city engineer, municipal stormwater coordinator, municipal water/sewer manager and director of engineering. He assisted in founding the Tennessee Stormwater Association and served as its first president, spearheading collaboration between local utilities and the state that received recognition from the Environmental Protection Agency as an innovative approach to stakeholder involvement in the permitting process. He brings critical real-world local government experience for enterprise asset management.

RELEVANT PROJECT EXPERIENCE

FL Local Municipal
City of Largo, Florida – VUEWorks Implementation
DTS was contracted by the City to implement VUEWorks enterprise wide across all departments. As the lead implementer and assistance project manager, Mr. Spangler worked with the various departments to configure VUEWorks for their unique asset classes, varied workflows, forms, and condition methodologies. VUEWork's ability to server across various departments was key to the successful implementation for the City.

Hendersonville Utility District, Tennessee – VUEWorks Implementation
The District selected VUEWorks as its work management and asset management system to help manage water distribution, wastewater collection and facilities assets. Mr. Spangler was the Subject-Matter Expert and Project Advisor for this VUEWorks implementation.

Indiana Toll Road – VUEWorks® Asset Management Software Implementation
The company managing the Indiana Toll Road selected VUEWorks software as its asset management software to assist with construction, maintenance, repair and operation of the 157-mile system. DTS is providing project management, consultation, documentation, configuration, training and support systems for the implementation that includes all VUEWorks modules. Mr. Spangler is the Senior Project Consultant for this implementation.

VA State DOT
Virginia Department of Transportation – Statewide Highway Maintenance Management System
The Virginia Department of Transportation selected Data Transfer Solutions and the firm's VUEWorks asset management software in its competitively bid request for its Statewide Highway Maintenance Management System. Project components include implementation, integration with additional asset management inventory and VDOT's linear referencing system, conversion and loading of existing asset management data and performance models as well as services to support the implementation to include solution design, integration, testing, training and ongoing support and maintenance. Mr. Spangler serves as the Lead Implementation Specialist for this implementation.

Total years of experience

27

Years with firm

8

Education

B.S., Civil and Environmental Engineering, Tennessee Technological University, 1997

Registrations/licenses

Professional Engineer
Florida 80095, 2015
South Carolina 33668, 2016
Tennessee 106500, 2001
Texas 123892, 2016

Certifications

Institute of Asset Management Certification

Honors and awards

President's Award, Tennessee Storm Water Association, 2009

Professional affiliations

National Society of Professional Engineers
American Public Works Association
American Water Works Association, Asset Management Sub-Committee

Software

VUEWorks Asset Management

Member of the SNC-Lavalin Group

Ryan Francoforte, PMP

Subject Matter Expert

Mr. Francoforte has 15 years of professional experience at DTS and currently serves in VUEWorks® asset management software project management and implementation roles. He is a certified Project Management Professional who follows the project management guidelines issued by the Project Management Institute in his implementations. Previously at DTS, he oversaw the operation, maintenance and productivity of the fleet of Mobile Asset Collection vehicles, and he has a deep understanding of the management of pavement and right-of-way assets. In addition to general computer applications, Mr. Francoforte has experience with a variety of software packages and suites such as VUEWorks, MicroPAVER, ArcGIS, ArcGIS Spatial Analyst and EarthShaper™, and he has led numerous software training sessions.

RELEVANT PROJECT EXPERIENCE

VUEWorks Work Management System, Franklin County Engineer's Office, OH. The Franklin County Engineer's Office (FCEO) in Columbus selected DTS and its VUEWorks software to be the new work management system for the FCEO. The FCEO includes departments focused on bridge and highway design, bridge maintenance, buildings and ground maintenance, drainage, highway maintenance, operations and resurfacing, traffic and utilities. Mr. Francoforte served as the Assistant Project Manager for this VUEWorks implementation.

Enterprise Asset Management System, City of Fort Worth, Texas. The City's Public Works Department selected VUEWorks to be its new asset management and work management system. The implementation involves VUEWorks Core, MobileVUE and the Request Portal, Service Request, Work Order, Resource Manager, Condition, Risk, Valuation, Projects and Budget Forecasting modules. Services provided to the departments of Transportation and Public Works, Property Management and Parks and Recreation included software installation, configuration, integration with other systems, training and data migration from legacy systems into the VUEWorks system. Mr. Francoforte was the Project Manager for this implementation.

Enterprise Asset Management System, City of Galveston, Texas. This VUEWorks implementation encompasses multiple City departments – Street and Storm Maintenance, Traffic, Utilities, Sanitation, Drainage and Engineering – with an emphasis on service requests, work orders, resource management, valuation, risk, budget forecasting and condition inspections. The VUEWorks mobile solution, MobileVUE, was also provided as part of the solution. Assets managed by the system include signs, signals, barricades, pavement markings, street luminaries, pavement, sidewalks, manholes, curb paint, ponds, valves, lift stations, pumps, pipes, storm drains and culverts. Configuration, consultation and training services were provided as part of the project. Mr. Francoforte served as the Project Manager.

Total years of experience

15

Years with firm

15

Education

Postbaccalaureate Certificate in Geographic Information Systems, Pennsylvania State University, 2007

B.A., Organizational Communication, Canisius College, 2003

Certifications

Certified Project Management Professional, Certificate Number: 1793206

Member of the SNC-Lavalin Group

Luis Lema

Integration/Technical Lead

Mr. Lema is an Information Technology professional at Data Transfer Solutions. Mr. Lema has 20 /years of experience in the IT field and has helped organizations of all types with their IT needs. At DTS, he is responsible for the server-side installation and integration of VUEWorks® software in both on-premise and hosted environments.

RELEVANT PROJECT EXPERIENCE

Enterprise Asset Management Information System (EAMIS), City of Sioux Falls, South Dakota. The City contracted with DTS to replace an asset management system used in the Public Works Department by the Street Division, the Water Reclamation Division and the Stormwater team. The implementation services provided by DTS included the successful implementation of VUEWorks including but not limited to requirements for engineering, installation, configuration, customization, testing, user acceptance, training and support and maintenance, as well as legacy data migration and integration and/or interfacing with other City business systems. Mr. Lema served as the IT lead and has assisted with integrations for the project.

CMMS / EAM Software, City of Burlington, Vermont. The City of Burlington selected VUEWorks software to serve as its new Computerized Maintenance Management System and Enterprise Asset Management System. DTS is now implementing the commercial off-the-shelf software to further the City's goal of managing and tracking all City-owned assets in the solution. Mr. Lema is part of the implementation team for the project, and his role involves integrating VUEWorks with numerous City systems, as well as Azure integration, configuration and testing.

Transportation Asset Management System (TAMS) Solution, Michigan DOT. DTS and the firm's web-based VUEWorks asset management software were selected by the Michigan DOT in its competitively bid request for a new Transportation Asset Management System solution. The project included implementation of VUEWorks software, data conversion and migration, integration with other MDOT systems, training and long-term maintenance and support. Initial components included Road Network Management (including multiple Linear Referencing Methods and straightline diagramming), Asset Inventory Management (with a beginning focus on lanes, signs, culverts and guardrails) and Maintenance Management (including integration with a number of existing MDOT maintenance-related systems). Mr. Lema has participated in integration components of the project.

Traffic Operations Asset Management System, Wisconsin Department of Transportation. Data Transfer Solutions implemented VUEWorks software at the Wisconsin Department of Transportation. This implementation focused on traffic operations assets including ITS equipment, signals, signs and pavement markings. In addition to the asset management and work management components of the software, WisDOT is working with the inventory component. The project included designing the data model, data normalization and converting older asset management software into GIS data. Mr. Lema assisted WisDOT with a major upgrade that included migration to a new server.

Total years of experience

20

Years with firm

3

Education (Heading)

B.S., Computer Science,
Northeastern Illinois University, 2001

Software

Win 2010, Win 2012, Win 2016, DotNetNuke, Crystal Reports, Photoshop, SQL, MySQL, phpMyAdmin, HTML, JavaScript, CSS, ASP, PHP, SQL Server Management Studio, SSL (TSL) Certificate, SMTP, POP3, FTP, SFTP, DNS, DHCP, IIS, AWS (route 53, EC2, s3) and Active Directory
Agile development methodologies
Basic knowledge of Docker, Linux, Puppet and Ansible

Member of the SNC-Lavalin Group

Greg Schauer, GISP

VUEWorks Implementation Specialist

Mr. Schauer is a VUEWorks Implementation Specialist at Data Transfer Solutions. Mr. Schauer has 18 years of GIS and IT experience in public and private organizations. He has been implementing the VUEWorks® software suite for DTS clients since 2017, bringing his public sector VUEWorks experience at a municipality with him.

RELEVANT PROJECT EXPERIENCE

City of Fort Worth, Texas

The City's Public Works Department selected VUEWorks to be its new asset management and work management system. The implementation involved VUEWorks Core, MobileVUE and the Request Portal, Service Request, Work Order, Resource Manager, Condition, Risk, Valuation, Projects and Budget Forecasting modules. Services provided to the departments of Transportation and Public Works, Property Management and Parks and Recreation included software installation, configuration, integration with other systems, training and data migration from legacy systems into the VUEWorks system. Greg served as a key member of the implementation team.

Kankakee River Metropolitan Agency (KRMA), Illinois

KRMA selected VUEWorks to provide its needed CMMS and EAMS functionality for the agency responsible for providing wastewater treatment services to a population equivalent to 235,000 persons in multiple municipalities. Greg served as the Implementation Specialist for the project.

City of Evanston, Illinois

Greg served as the Implementation Specialist for the City of Evanston project. The scope included migrating data and processes from the City's existing software product for the Water Distribution and Sewer departments into the VUEWorks software. The scope also included creating computer-based business processes for water production for the Filtration and Pumping divisions.

Lake County, Illinois

The County's Public Works Department chose DTS and VUEWorks for its new Computerized Maintenance Management System to replace its Oracle EAM system. VUEWorks is now used to meet the County's CMMS needs in the provision of water and wastewater services to residents. Greg was the Implementation Specialist for this project.

City of South Lake Tahoe, California

DTS performed asset collection and extraction services on approximately 260 centerline miles of roadways, then used that information as one of the bases of the Public Works Department's new VUEWorks asset management system. The City is using VUEWorks for work management as well as asset management. Greg served as the Implementation Specialist.

Total years of experience

18

Years with firm

5

Education

B.S., Geography, University of Wisconsin-Platteville, 1997

M.S., Geography, University of Wisconsin-Madison, 1999

Additional Compliance with RFP Requirements

a. Number of similar projects; 16
b. Related qualifications (See resume)
c. Credentials (See resume)
d. Number of communities for work previously performed: 24
e. Specific experience
   - ✓ System Implementation Plan
   - ✓ Business Process Mapping and Documentation
   - ✓ Configuration Specification Documents
   - ✓ Software System Integration

Member of the SNC-Lavalin Group

Angela Machado

VUEWorks Training Specialist

Ms. Machado is a Sr Implementation Specialist at Data Transfer Solutions with 26 years of experience. Ms. Machado brings 21 years of local government experience at the City of Boise Parks and Recreation Department, including VUEWorks asset management experience, to her position at DTS. She has been providing training and implementing the VUEWorks software suite for DTS clients since 2017. She leads client training sessions, both in-person and remotely. She has also developed user manuals and other documentation, including VUEniversity courses for the Learning Management System.

Relevant Project Experience

Enterprise Asset Management Information System (EAMIS), City of Sioux Falls, South Dakota. The City contracted with DTS to replace its previous asset management system which had been used in Public Works by the Street Division, the Water Reclamation Division and the Storm Water team. The implementation services provided by DTS included the successful implementation of VUEWorks including but not limited to requirements for engineering, installation, configuration, customization, testing, user acceptance, training and support and maintenance, as well as legacy data migration and integration and/or interfacing with other City business systems. Ms. Machado performed onsite training in support of the new system.

Enterprise Asset Management System, City of Fort Worth, Texas. The City's Public Works Department selected VUEWorks to be its new asset management and work management system. The implementation involved VUEWorks Core, MobileVUE and the Request Portal, Service Request, Work Order, Resource Manager, Condition, Risk, Valuation, Projects and Budget Forecasting modules. Services provided to the departments of Transportation and Public Works, Property Management and Parks and Recreation included software installation, configuration, integration with other systems, training and data migration from legacy systems into the VUEWorks system. Ms. Machado performed training onsite at a client facility.

Statewide Highway Maintenance Management System, Virginia DOT. The Virginia Department of Transportation selected Data Transfer Solutions and the firm's VUEWorks asset management software in its competitively bid request for its Statewide Highway Maintenance Management System. Project components include implementation, integration with additional asset management inventory and VDOT's linear referencing system, conversion and loading of existing asset management data and performance models as well as services to support the implementation to include solution design, integration, testing, training and ongoing support and maintenance. Ms. Machado provided onsite training at a variety of locations around the state.

Asset & Work Order Management (AWOM) Software, Anne Arundel County, Maryland. The County selected DTS and its VUEWorks software for its new AWOM software system. Initial implementation covering the bureaus of Highway, Waste Management, Utilities and Engineering. The next phases for implementation were provided for the departments of Central Services and Recreation and Parks. Assets managed include park amenities such as athletic fields, courts (basketball, tennis, rebound ball, skateparks, curb ball, pickleball, volleyball), irrigation systems, garden

Total years of experience

21

Years with firm

5

Education

Boise State University

Certifications

IAM Foundation Course
Project Quality Manager – Gold

Honors and awards (Heading)

Anne Arundel Recreation and Parks VUEWorks Implementation Project of the Year 2022

areas, fencing, dog parks, shuffleboard, horseshoe pits, disc golf and hundreds of buildings and other facilities. For this project, Ms. Machado served as the Lead Implementation Specialist and VUEWorks Trainer.

VUEWorks Asset Management Software Implementation, City of Boise, Idaho. The City of Boise chose DTS and its VUEWorks asset management software to implement an enterprise maintenance management solution to support uniform business processes, introduce more functionality via an automated system and provide better integration with other City systems and technologies such as GIS and mobile access. The system has been implemented to support 500 users citywide. Prior to joining DTS, Ms. Machado served as the City's VUEWorks Administrator within the Parks and Recreation Department.

CMMS / EAM Software, City of Burlington, Vermont. The City of Burlington selected VUEWorks software to serve as its new Computerized Maintenance Management System and Enterprise Asset Management System. DTS implemented our commercial off-the-shelf software to further the City's goal of managing and tracking all City-owned assets in the solution. Ms. Machado served as a key member of the implementation team and provided four weeks of onsite training to City staff.

Enterprise Asset Management System, City of Glenwood Springs. The City of Glenwood Springs selected VUEWorks software to serve as its new Enterprise Asset Management System. DTS implemented our commercial off-the-shelf software to further the City's goal of managing and tracking all City-owned assets in the solution. Ms. Machado served as the implementor and VUEWorks Trainer to City staff.

VUEWorks Implementation, Washington State County Road Administration Board. Washington CRAB selected DTS to provide VUEWorks asset management software and custom GIS services to allow counties within the state to better manage their assets. The project received the highly competitive award for Top IT Project in Washington State for 2019 at the Washington Digital Government Summit. As part of the VUEWorks Implementation, Ms. Machado provided onsite training to system users.

Computerized Maintenance Management System / Enterprise Asset Management System, Kankakee River Metropolitan Agency, Illinois. KRMA selected VUEWorks to provide its needed CMMS and EAMS functionality for the agency responsible for providing wastewater treatment services to a population equivalent to 235,000 persons in multiple municipalities. Ms. Machado provided both onsite and offsite training in support of the KRMA project.

Enterprise Asset and Work Order Management, City of Joliet, Illinois. The City of Joliet has selected VUEWorks as its new GIS-centric system for managing assets and work citywide. The first phase of the implementation focused on the Public Works Department with the second phase to include the Fire Department, Facilities Management and Motor Management. Ms. Machado was responsible for training City staff onsite.

VUEWorks Implementation, Williamson County, Texas. Williamson County retained DTS to perform its VUEWorks asset management and work management software implementation for the Public Works Department. Ms. Machado provided County staff with offsite training on the use of the system.