Invitation to Negotiate (ITN)

ePermitBuilder System

DEP Solicitation Number: 2018019

Exhibit B Demonstration Guide

EXHIBIT A – DEMONSTRATION GUIDE

Total allotted time is 125 minutes.

	Suggested Time Allotment
Vendor introductions	5 Minutes
Previous customers and services provided	10 Minutes
Demonstration / Questions	75 Minutes
Summary closing	10 Minutes
Clarification questions and answers	25 Minutes
Total	**125 Minutes**

Guidelines:

- Although example Title V permits are provided in the appendices, you are not required to use them. However, the permit type you demonstrate should be of sufficient complexity to: demonstrate:

  - template utilization,

  - adding general conditions,

  - adding specific conditions (conditions that are inserted from a library, and customized individually for the Facility/project),

  - adding attachments & appendices,

  - and the review work flow process.

- Throughout the presentation, indicate any custom features that are not included out of the box.

- **Please make sure to identify any special requirements for your presentation when you are called for scheduling.**

Demonstration Requirements:

No.	Demonstration Requirements
1.	Walkthrough of the **Permit Processors workspace** --- what environment are they presented with that allows them to perform their work and track their workload? Demonstrate the navigation aspects and features available (i.e., alerts/workflow status, etc.).
2.	Renewal: Demonstrate the **ability to reuse** (in whole or part) a prior "issued" permit in building a new permit.
3.	Demonstrate **ability to modify** a prior "issued" permit and reissue.
4.	Demonstrate the steps a Processor would go through to **create a complex permit:** • Start a workflow to create a new permit from a template • Add general terms and conditions from a library • Select customizable "specific" terms and conditions from a library and modify/insert into document. "Specific Conditions" are conditions that are customized/tailored specifically for an individual Facility project.
5.	Demonstrate an **RAI** (Request Additional Information) workflow: • Create RAI draft from template while reviewing the application; demonstrate how the work flow happens (including any routing functionality for review and signature).
6.	Demonstrate how manager/supervisor **internal review and approval** works for a draft permit.
7.	Demonstrate **reports/metrics** for the Processor and supervisor/manager.
8.	Demonstrate how permitting **templates** are maintained. Demonstrate how global changes are made on all templates (i.e., logo or header/footer changes), or on group templates (i.e., program area specific), or individual templates (example = title change).
9.	Demonstrate how permitting **libraries** are maintained for general terms & conditions and for specific (customizable) terms and conditions.
10.	Demonstrate how to **create & change a simple workflow (i.e., applicant mid-way chooses to perform a notice of intent).**

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