



Florida Department of
Environmental Protection
(FDEP)

ePermitBuilder ITN 2018019

Pre-Solicitation Conference

Carr Building, Room 170

Division of Air Resource Management (DARM)
Office of Technology and Information Services (OTIS)
DEP Procurement
Office of General Council (OGC)



All:



- The conference is being recorded
- Write down questions during the presentation
- Official response in published addendum

If attending in person:

- Please sign in with your Name, eMail, and Company Name
- Please set cell phones on vibrate

Audio Tips for GoToWebinar:



- Audio Connection:
USB headset – best sound quality
- Internet Connection:
High speed and wired connection preferred



- Telephone
Turn handset volume all the way up.
Turn off any other phones.
Store away any wireless devices.

- Close any unused programs.
- Close email and music players.



Agenda

	Topics
1.	Opening and Introductions
2.	Overview – Intention / Goals
3.	Background
4.	Section 4 - Scope of Services Requested
5.	Section 7 - Reply Form (Excel Fill-In)
6.	Section 8 - Response Form
7.	Schedule of Events
8.	Questions & Answers
9.	Wrap Up - Minutes / Recording & Contact Information



Opening & Introductions

Name / Role	Representing
Fran Spivey, Presenter	Procurement Officer
Kim Rush, Presenter	Regulatory Permitting Program Administrator
Lisa Strauss, Presenter	OTIS Consultant; Strategic Process Management, Inc.



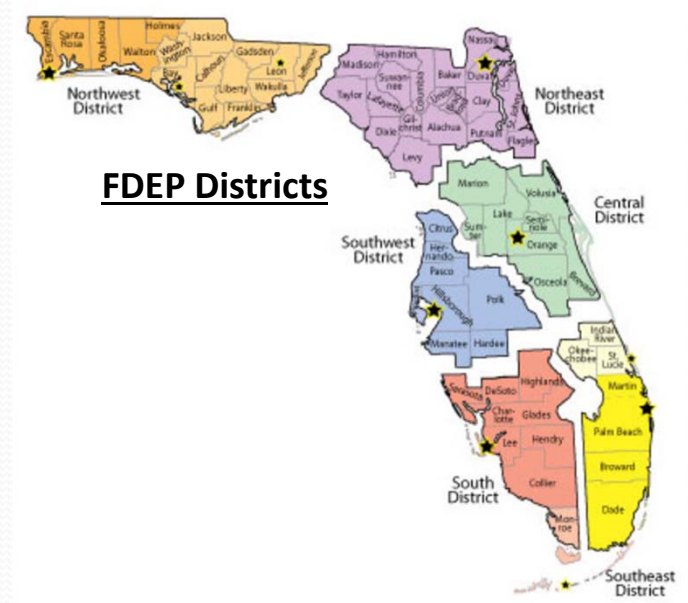
Overview

- Intention is to procure an enterprise level electronic permit builder (ePermitBuilder) solution for building and issuing complex permits
- DEP is interested in either commercially available software (on-premise) or software-as-a-service (SaaS, cloud-based) solutions
- Goals:
 - Ensure the best overall value ePermitBuilder for the State
 - Improve our process to issue effective, protective permits in a timely manner
 - Improve the quality of our work processes and products in permitting
“A smarter, simpler way to write a consistent permit statewide”



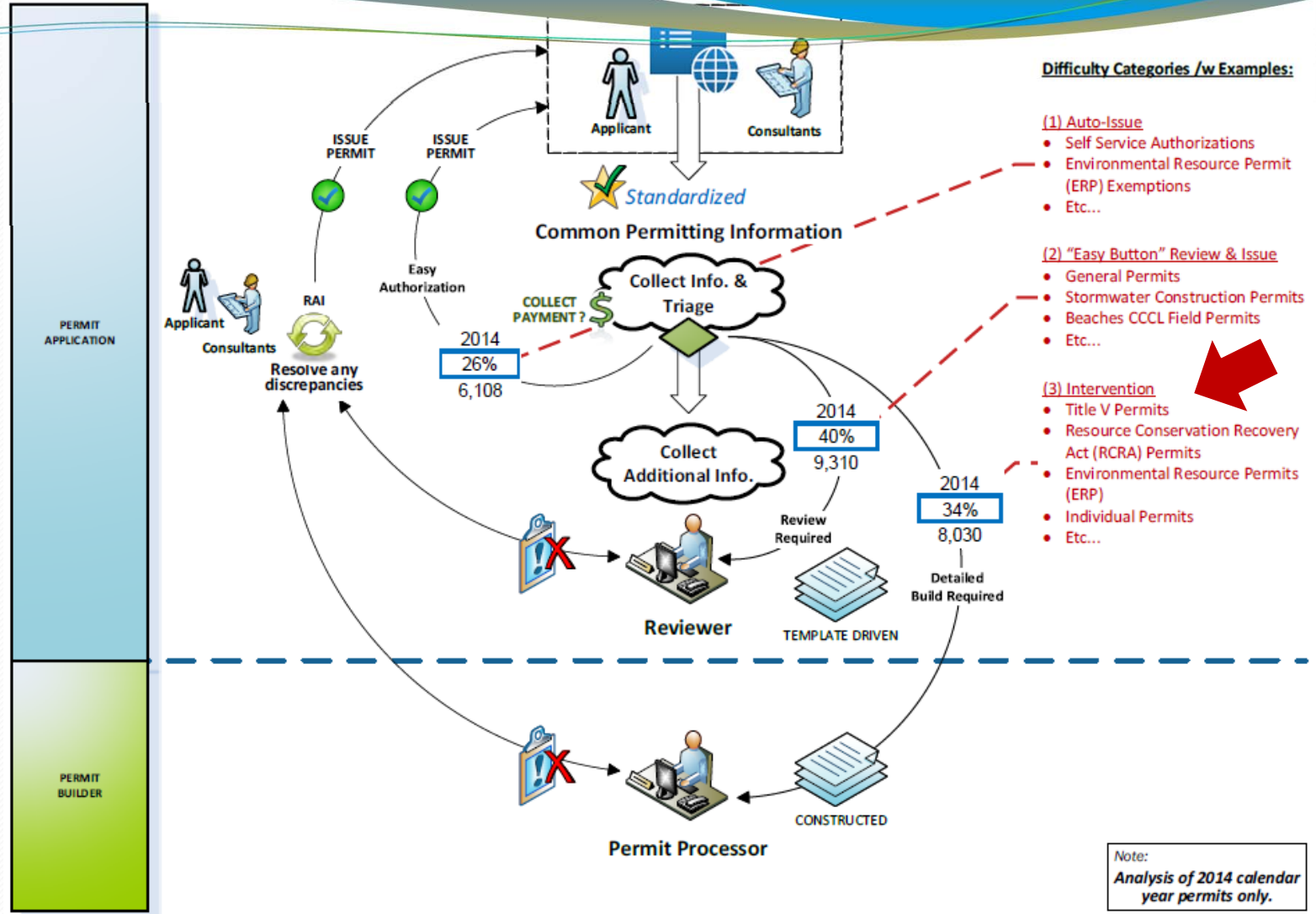
Background

- Engaged Division and District Subject Matter Experts in developing:
 - A Common Vision
 - High-level business process model for paper-based permitting
- August 2015
 - Issued RFI to Survey Vendors
- May 2017
 - Issued RFI for Planning Purposes
- January 2018
 - ITN





Section 4 – Scope of Services



Difficulty Categories /w Examples:

- (1) Auto-Issue**
 - Self Service Authorizations
 - Environmental Resource Permit (ERP) Exemptions
 - Etc...
- (2) "Easy Button" Review & Issue**
 - General Permits
 - Stormwater Construction Permits
 - Beaches CCCL Field Permits
 - Etc...
- (3) Intervention**
 - Title V Permits
 - Resource Conservation Recovery Act (RCRA) Permits
 - Environmental Resource Permits (ERP)
 - Individual Permits
 - Etc...

Figure 2. High-Level Vision

12-Feb-18

Note: Analysis of 2014 calendar year permits only.



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Permitting Process Model

Standard Terms for Optionality:

- ✓ Discretionary (by department, case by case)
- ✓ Optional (by applicant)
- ✓ Conditional by program area or permit type rule

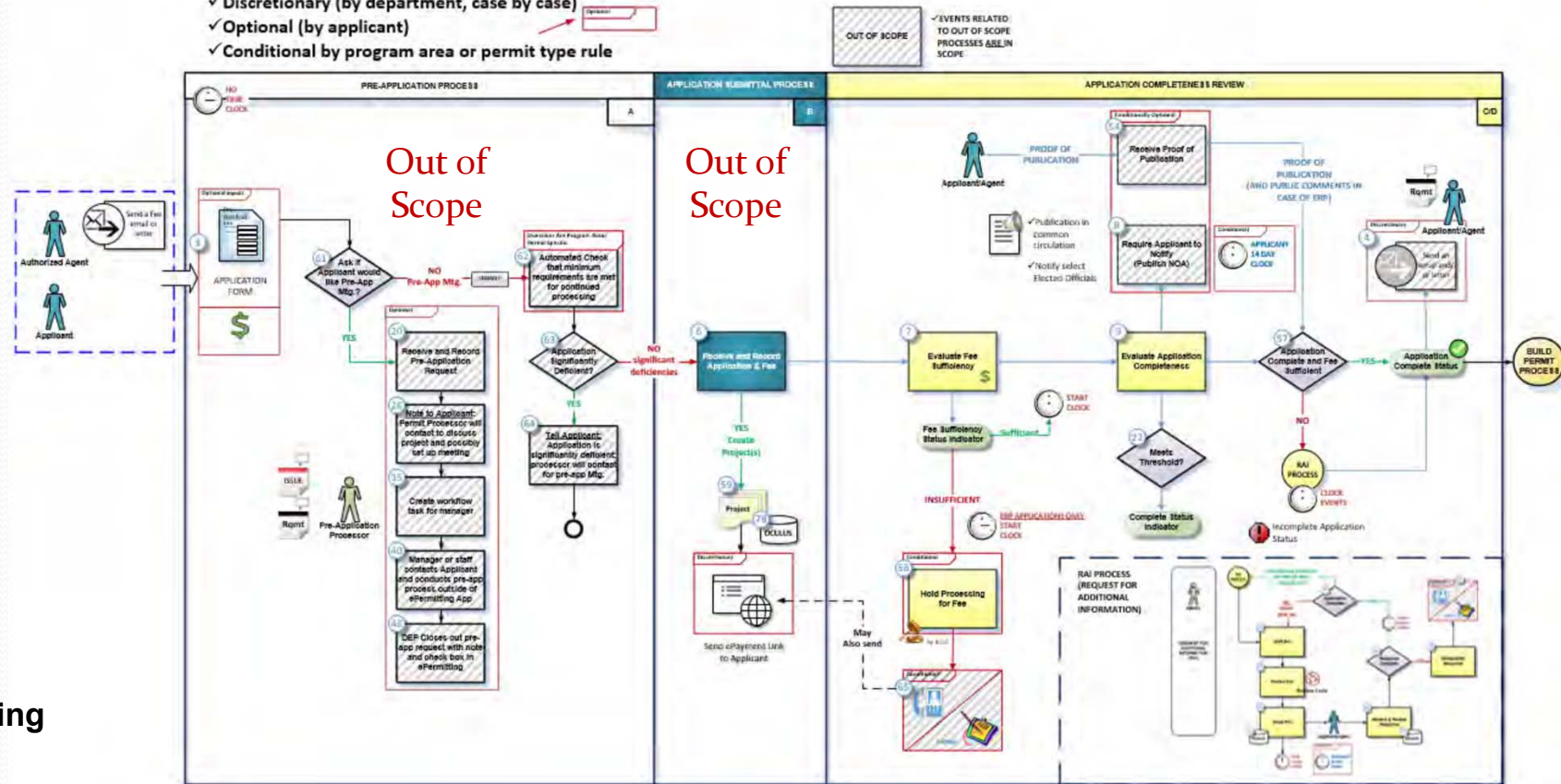


Figure 3. High Level Paper-Based Permitting Process Model – Pt1



Permitting Process Model

Change to ITN – Addendum will be posted

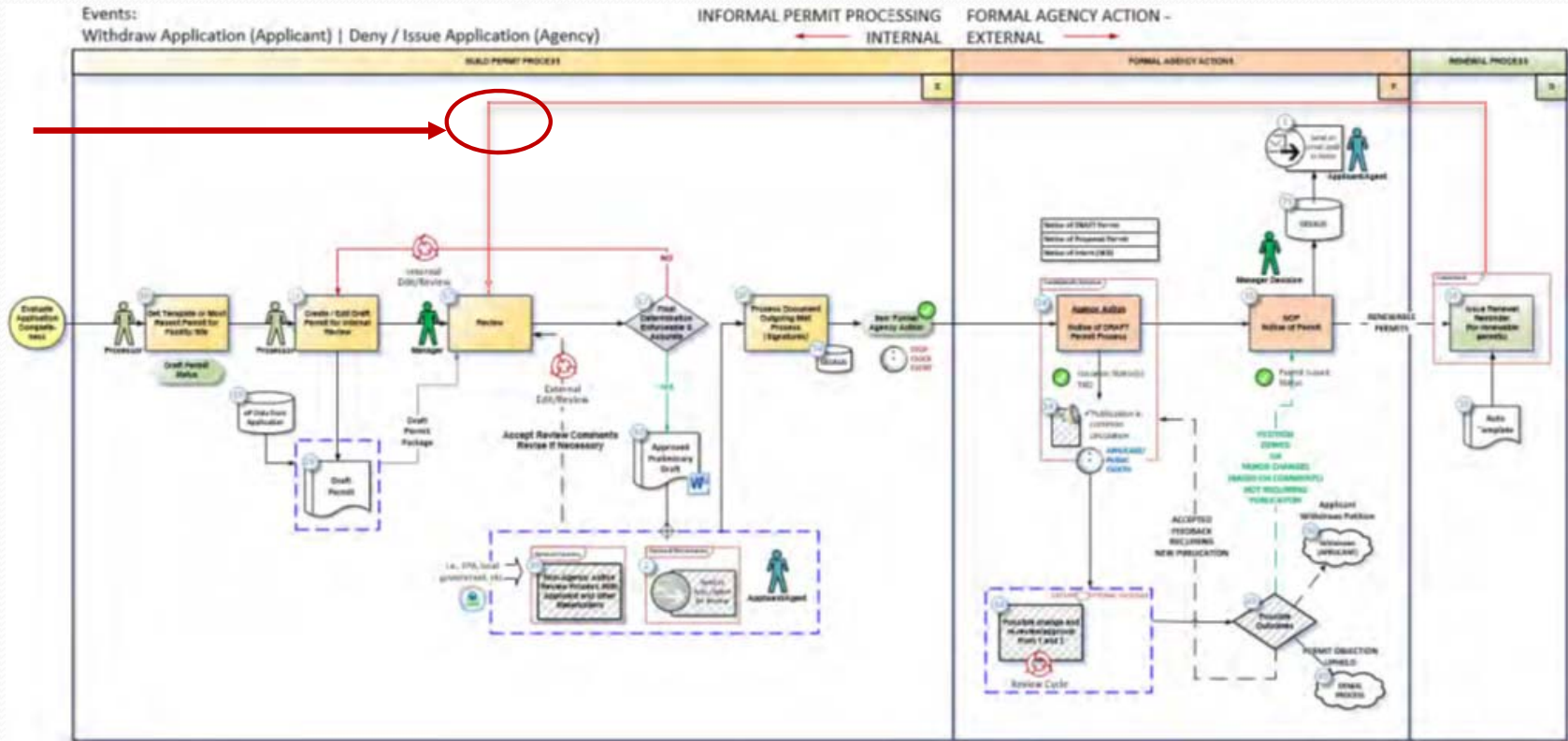


Figure 4. High Level Paper-Based Permitting Process Model – Pt2



Permitting Process Model - Scope

- Phase A: Pre-Application Process – **Out of Scope**
- Phase B: Application Submittal Process for paper only – **Out of Scope**
- Phase C & D: Application Completeness Review – **In Scope**
- Phase E: Build Permit Process – **In Scope**
- Phase F: Formal Agency Actions – **In Scope**
- Phase G: Renewal Process – **In Scope**



Key Functional Aspects - Title V Permits

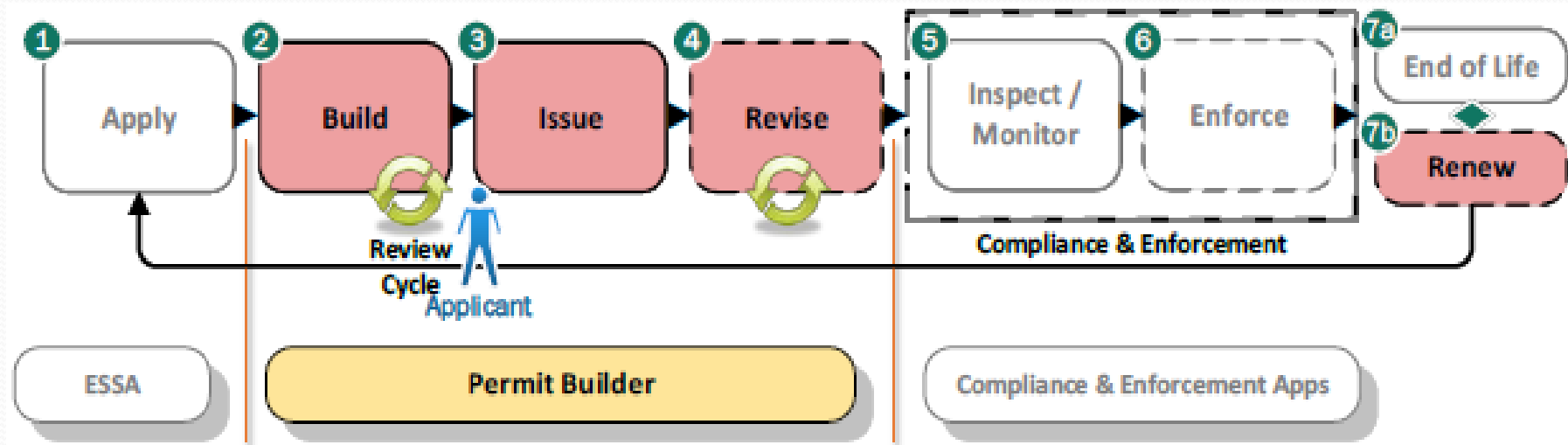


Figure 1. Work Process Scope

- **Review/Build, Issue, Revise, and Renew** are in scope (Phases C through G of prior diagram)
- Compliance & Enforcement are **not** in scope



Key Functional Aspects –Activities

- Phase C&D: Application Completeness Review
 - Perform completeness review (including RAI's where applicable)
- Phase E: Build Title V Permit
 - Build Permit from template or from similarly structured permits,
 - Quick and easy to configure a documents,
 - Consistency in content/language;
 - Library concept
- Phase F: Formal Agency Actions (Issue Permit)
 - Issuance of documents to applicant,
 - Retention (find / reuse)



Key Functional Aspects –Activities (Cont.)

- Phase G: Renewal Process
 - Renewal
 - Permittee or Agency initiated
 - Retrieve and revise parent permit,
 - Conduct review, and issue
 - Retention (find / reuse)
 - Revision
 - Retrieve parent permit inclusive of all revisions/modifications,
 - Revise/modify as necessary,
 - Review and issue process
 - Retention “as new parent permit” (find / reuse)



Key Technical Aspects

- DEP already has an established in-house solution that manages the public facing aspects of the permit application process
- PA (Permitting Application) – action/status tracking
 - Any change to the status of a permit must also update PA
- OCULUS – Agency Electronic Document Management Repository (EDMS) for all documents
- Oracle is the backend relational database environment for all data
- The Air Program manages its own facility data



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Current State

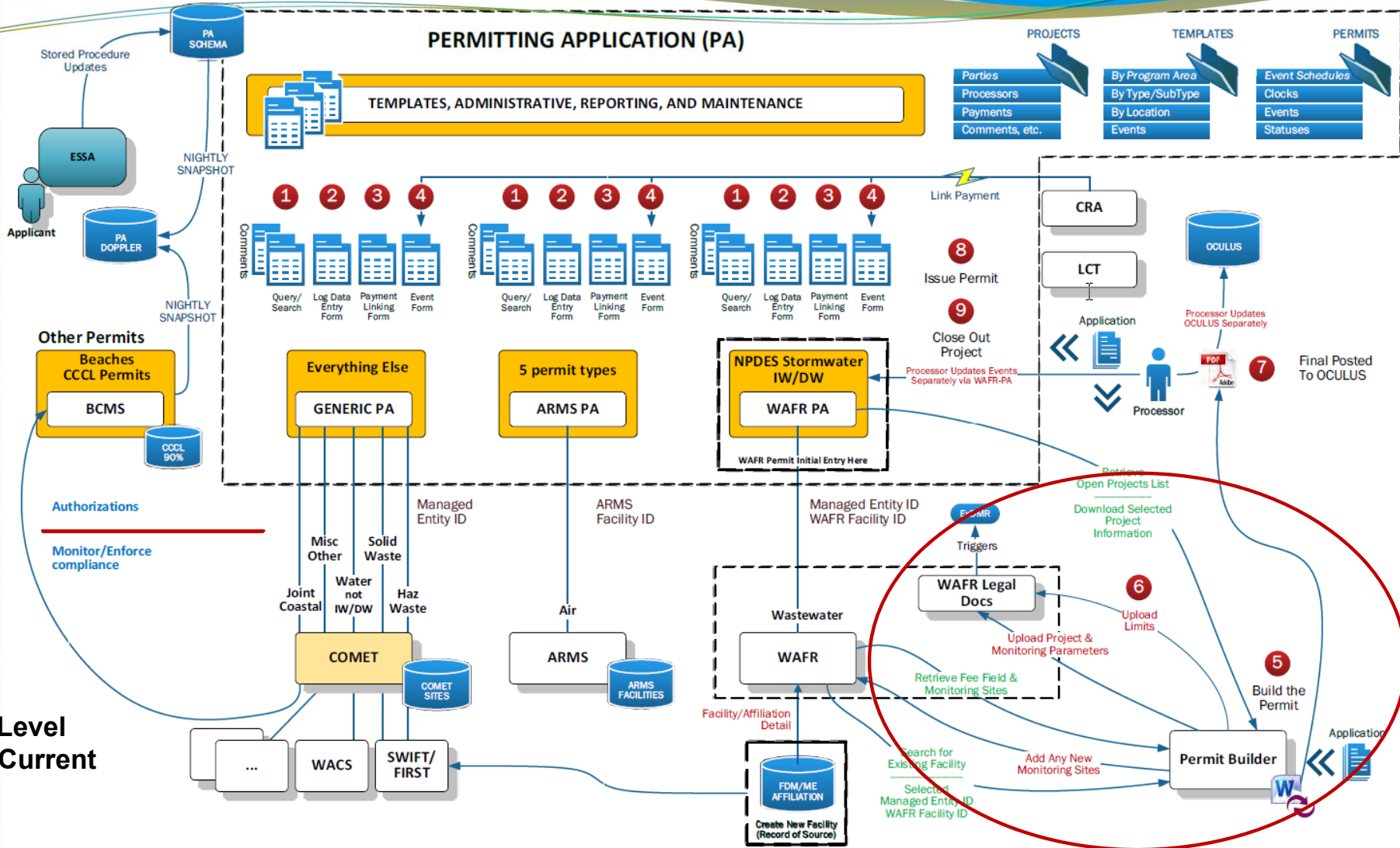


Figure 5. High Level Architecture – Current State

12-Feb-18



Response

- Section 7 – System/Service Capabilities Reply Form (Excel Workbook)
 - Available in Excel format upon email request to the Procurement Officer listed in Section 1.02
 - This file will also be required to be submitted with your response in Adobe and Excel format
 - **Change to ITN – Addendum will be posted**
 - There are three tabs but only the tab titled “ePermitBuilder” requires entries
 - The other two tabs contain Vendor Instructions and Acronym definitions to help you fill out the forms

REPLY	LEVEL OF EFFORT	RESPONSE
7.01.1.1		
7.01.1.2		
7.01.1.3		
7.01.1.4		
7.01.1.5		
7.01.1.6		
7.01.1.7		
7.01.1.8		
7.01.1.9		
7.01.1.10		
7.01.1.11		
7.01.1.12		
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7.01.1.28		
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7.01.1.30		
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7.01.1.33		
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7.01.1.38		
7.01.1.39		
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7.01.1.42		
7.01.1.43		
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7.01.1.47		
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7.01.1.93		
7.01.1.94		
7.01.1.95		
7.01.1.96		
7.01.1.97		
7.01.1.98		
7.01.1.99		
7.01.1.100		



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SECTION 7.00 – SYSTEM/SERVICE CAPABILITIES REPLY FORM
Requirements – (place cursor in desired cell for additional HELP)

Workbook Instructions:

The purpose of this workbook is to convey high-level requirements for a complex electronic permit builder and collect Respondents replies. Acronyms and terms used in the ITN are included on a separate tab.

Only specific areas of the spreadsheet are open for input and most of these have help comments and/or validation rules to assist with entry. Additionally a hyperlinked table of contents is provided at the top of the requirements page to assist with navigation.

ALL **REPLY** and **LEVEL OF EFFORT** cells are mandatory entry EXCEPT cells with "No Entry Req."

Column Use:

Column A Unique ID column - unique number for reference purposes.

Column B Requirements column - contains ITN requirement statements, explanations, questions, section headings, and Table of Contents links.

Column C **REPLY** - used to collect Respondent replies. In most cases the Respondent must choose from a drop-down list of pre-designated replies.

Yes/No Questions:

Please enter/select:

- 1. No
- 2. Yes
- 3. N/A

Use the "Respondent Explanations" column to expand your answer with more detail

Vendor Instructions Tab

Request form
from Procurement
Officer via
email

12-Feb-18

Vendor Instructions

ePermitBuilder

Acronyms

ITN 2018019

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SECTION 7.00 – SYSTEM/SERVICE CAPABILITIES REPLY FORM Requirements – (place cursor in desired cell for additional HELP)

No Entry Req.

REPLY

LEVEL OF EFFORT
(Cost estimates are entered on Pricing Sheet)

RESPONDENT EXPLANATIONS
(Free-form additional detail)

Protected

Guided Entries

Hyperlink Table Of Contents

Requirements

ePermitBuilder Tab

If "Yes" is indicated in the previous question, please identify which functions allow saved searches in the REPLY column.

7.02.01 Alerts

Vendor Instructions

ePermitBuilder

Acronyms

		REPLY	LEVEL OF EFFORT (Cost estimates are entered on Pricing Sheet)	RESPONDENT EXPLANATIONS (Free-form additional detail)
1				
2	7.0.0.1	No Entry Req.	No Entry Req.	
3	7.0.0.2	No Entry Req.	No Entry Req.	
4	7.0.0.3	No Entry Req.	No Entry Req.	
5	7.0.0.4	No Entry Req.	No Entry Req.	
6	7.0.0.5	No Entry Req.	No Entry Req.	
7	7.0.0.6	No Entry Req.	No Entry Req.	
8	7.0.0.7	No Entry Req.	No Entry Req.	
9	7.0.0.8	No Entry Req.	No Entry Req.	
10	7.0.0.9	No Entry Req.	No Entry Req.	
11	7.0.0.10	No Entry Req.	No Entry Req.	
12	7.0.0.11	No Entry Req.	No Entry Req.	
13	7.0.0.12	No Entry Req.	No Entry Req.	
14	7.0.0.13	No Entry Req.	No Entry Req.	
15	7.0.0.14	No Entry Req.	No Entry Req.	
16	7.0.0.15	No Entry Req.	No Entry Req.	
17	7.0.0.16	No Entry Req.	No Entry Req.	
18	7.0.0.17	No Entry Req.	No Entry Req.	
19	7.0.0.18	No Entry Req.	No Entry Req.	
20	7.1.0.0	No Entry Req.	No Entry Req.	
21	7.1.0.1	No Entry Req.	No Entry Req.	
22	7.2.0.0	No Entry Req.	No Entry Req.	
23	7.2.0.1	No Entry Req.	No Entry Req.	
24	7.2.0.2	No Entry Req.	No Entry Req.	
25	7.2.0.3		No Entry Req.	
26	7.2.0.4		No Entry Req.	
27	7.2.0.5		No Entry Req.	
28	7.2.0.6			
29	7.2.0.7			
30	7.2.0.8			
31	7.2.0.9		No Entry Req.	
32	7.2.1.0	No Entry Req.	No Entry Req.	



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SECTION 7.00 – SYSTEM/SERVICE CAPABILITIES REPLY FORM Requirements – (place cursor in desired cell for additional HELP)

	A	B	C	D	E
1		No Entry Req.	REPLY	LEVEL OF EFFORT (Cost estimates are entered on Pricing Sheet)	RESPONDENT EXPLANATIONS (Free-form additional detail)
17	7.0.0.16	7.16 SERVICE LEVEL REQUIREMENTS	No Entry Req.	No Entry Req.	
18	7.0.0.17	7.17 DATA CONVERSION & MIGRATION	No Entry Req.	No Entry Req.	
19	7.0.0.18	7.18 SYSTEM SUPPORT	No Entry Req.	No Entry Req.	
20	7.1.0.0	7.01 INTRODUCTION			
21	7.1.0.1	Using the instructions contained in Section 6 of the ITN, please reply to ALL items requiring a	No Entry Req.	No Entry Req.	
22	7.2.0.0	7.02 GLOBAL			
23	7.2.0.1	The features and functions listed in this section, and the corresponding Respondent R	No Entry Req.	No Entry Req.	
24	7.2.0.2	Please indicate if the proposed system is:	No Entry Req.	No Entry Req.	
25	7.2.0.3	• Web-based (a.k.a. SaaS)?	No Entry Req.	No Entry Req.	
26	7.2.0.4	• On-Premise?	No Entry Req.	No Entry Req.	
27	7.2.0.5	• BOTH Web-based and On-Premise options?	No Entry Req.	No Entry Req.	
28	7.2.0.6	Is spell/grammar check available in all content drafting and reviewing processes throughout the system?	No Entry Req.	No Entry Req.	
29	7.2.0.7	DEP has permitting identity guidelines (Appendix C) that ensure consistent look / feel and identify branding (i.e. logos, colors, pagination indicators, formatting, etc.). Will the system allow the Agency to customize these characteristics?			
30	7.2.0.8	Can users easily view a hotlist of recently performed searches and reuse them if desired?			
31	7.2.0.9	If "Yes" is indicated in the previous question, please identify which functions allow saved searches			
32	7.2.1.0	7.02.01 Alerts			
33	7.2.1.1	Does the software system provide the following alerts:	No Entry Req.	No Entry Req.	
34	7.2.1.2	• Visual display of exception values or text?	No Entry Req.	No Entry Req.	
35	7.2.1.3	• Email notification?	No Entry Req.	No Entry Req.	
36	7.2.1.4	• User defined in addition to centrally defined?	No Entry Req.	No Entry Req.	
37	7.2.1.5	• Other?	No Entry Req.	No Entry Req.	
38	7.2.1.6	If "OTHER" is indicated in the previous question, please list that information in the REPLY column	No Entry Req.	No Entry Req.	
39	7.2.1.7	Does the Processor have easy access to all active alerts? Please describe how and where access is enabled in the Respondent Explanations column	No Entry Req.	No Entry Req.	
40	7.2.1.8	Does the proposed system provide the ability to alert people when their participation is required in a business	No Entry Req.	No Entry Req.	
41	7.3.0.0	7.03 PERMITS	No Entry Req.	No Entry Req.	
42	7.3.1.0	7.03.01 Libraries	No Entry Req.	No Entry Req.	
43	7.3.1.1	Can the library of General Conditions be organized by Program Area?	No Entry Req.	No Entry Req.	
44	7.3.1.2	Can libraries originally installed separately be merged into one?	No Entry Req.	No Entry Req.	
45	7.3.1.3	Can the library structure (taxonomy) be Agency defined?	No Entry Req.	No Entry Req.	

REPLY INSTRUCTIONS
Please enter/select:

1. Solution does not support
2. Custom feature (/w cost)
3. 3rd party product (/w cost)
4. Configuration option (/w cost)
5. Configuration option (NO cost)
6. Fully supports out of box
7. N/A

LEVEL OF EFFORT must also be selected

REPLY INSTRUCTIONS:
Please reply with:

1. No
2. Yes
3. N/A

Use the "Respondent Explanations" column to expand your answer with more detail.

REPLY INSTRUCTIONS:
Enter your reply here.

LEVEL OF EFFORT
Please enter/select:

- A. Trivial (less than 8 hours)
- B. Low (8-20 hours)
- C. Medium (20-80 hours)
- D. High (greater than 80 hours)
- E. N/A

Use the Pricing Sheet to quote cost

Free-form text

LEVEL OF EFFORT
DO NOT reply in this cell.



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SECTION 7.00 – SYSTEM/SERVICE CAPABILITIES REPLY FORM

Requirements – (place cursor in desired cell for

No Entry Req.

Please enter/select ONLY:

- 1. Solution does not support
- 2. Custom feature (/w cost)
- 3. 3rd party product (/w cost)
- 4. Configuration option (/w cost)
- 5. Configuration option (NO cost)
- 6. Fully supports out of box
- 7. N/A

Buttons: **Retry** Cancel Help

	A	B	C	D	E
			REPLY	LEVEL OF EFFORT (Cost estimates are entered on Pricing Sheet)	RESPONDENT EXPLANATIONS (Free-form additional detail)
17	7.0.0.16	7.16 SERVICE LEVEL REQUIREMENTS	No Entry Req.	No Entry Req.	
18	7.0.0.17	7.17 DATA CONVERSION & MIGRATION	No Entry Req.	No Entry Req.	
19	7.0.0.18	7.18 SYSTEM SUPPORT	No Entry Req.	No Entry Req.	
20	7.1.0.0	7.01 INTRODUCTION			
21	7.1.0.1	Using the instructions contained in Section 6 of the ITN, please reply to ALL items req	No Entry Req.	No Entry Req.	
22	7.2.0.0	7.02 GLOBAL			
23	7.2.0.1	The features and functions listed in this section, and the corresponding Respo	No Entry Req.	No Entry Req.	
24	7.2.0.2	Please indicate if the proposed system is:	No Entry Req.	No Entry Req.	
25	7.2.0.3	• Web-based (a.k.a. SaaS)?		No Entry Req.	
26	7.2.0.4	• On-Premise?		No Entry Req.	
27	7.2.0.5	• BOTH Web-based and On-Premise options?		No Entry Req.	
28	7.2.0.6	Is spell/grammar check available in all content drafting and reviewing processes throughout the system?			
29	7.2.0.7	DEP has permitting identity guidelines (Appendix C) that ensure consistent look / feel and identify branding (i.e., logos, footers, pagination indicators, formatting, etc.). Will the system allow the Agency to customize these characteristics?			
30	7.2.0.8	Can users easily view a hotlist of recently performed searches and reuse them if desired?			
31	7.2.0.9	If "Yes" is indicated in the previous question, please identify which functions allow saved searches in the REPLY column.		No Entry Req.	
32	7.2.1.0	7.02.01 Alerts	No Entry Req.	No Entry Req.	
33	7.2.1.1	Does the software system provide the following alerts:	No Entry Req.	No Entry Req.	
34	7.2.1.2	• Visual display of exception values or text?			
35	7.2.1.3	• Email notification?		No Entry Req.	
36	7.2.1.4	• User defined in addition to centrally defined?			
37	7.2.1.5	• Other?		No Entry Req.	
38	7.2.1.6	If "OTHER" is indicated in the previous question, please list that information in the REPLY column.		No Entry Req.	
39	7.2.1.7	Does the Processor have easy access to all active alerts? Please describe how and where access is enabled in the Respondent Explanations column.		No Entry Req.	
40	7.2.1.8	Does the proposed system provide the ability to alert people when their participation is required in a business process?		No Entry Req.	
41	7.3.0.0	7.03 PERMITS	No Entry Req.	No Entry Req.	
42	7.3.1.0	7.03.01 Libraries	No Entry Req.	No Entry Req.	
43	7.3.1.1	Can the library of General Conditions be organized by Program Area?			
44	7.3.1.2	Can libraries originally installed separately be merged into one?			
45	7.3.1.3	Can the library structure (taxonomy) be Agency defined?			



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	A	B	C	D	E
			REPLY	LEVEL OF EFFORT (Cost estimates are entered on Pricing Sheet)	RESPONDENT EXPLANATIONS (Free-form additional detail)
17	7.0.0.16	7.16 SERVICE LEVEL REQUIREMENTS	No Entry Req.	No Entry Req.	
18	7.0.0.17	7.17 DATA CONVERSION & MIGRATION	No Entry Req.	No Entry Req.	
19	7.0.0.18	7.18 SYSTEM SUPPORT	No Entry Req.	No Entry Req.	
20	7.1.0.0	7.01 INTRODUCTION	No Entry Req.	No Entry Req.	
21	7.1.0.1	Using the instructions contained in Section 6 of the ITN, please reply to ALL items requiring a reply	No Entry Req.	No Entry Req.	
22	7.2.0.0	7.02 GLOBAL	No Entry Req.	No Entry Req.	
23	7.2.0.1	The features and functions listed in this section, and the corresponding Respondent REPLY to each, apply globally to all components of the proposed software.	No Entry Req.	No Entry Req.	
24	7.2.0.2	Please indicate if the proposed system is:	No Entry Req.	No Entry Req.	
25	7.2.0.3	• Web-based (a.k.a. SaaS)?	No Entry Req.	No Entry Req.	
26	7.2.0.4	• On-Premise?	No Entry Req.	No Entry Req.	
27	7.2.0.5	• BOTH Web-based	No Entry Req.	No Entry Req.	
28	7.2.0.6	Is spell/grammar check	No Entry Req.	No Entry Req.	
29	7.2.0.7	DEP has permitting ide	No Entry Req.	No Entry Req.	
30	7.2.0.8	Can users easily view	No Entry Req.	No Entry Req.	
31	7.2.0.9	If "Yes" is indicated in	No Entry Req.	No Entry Req.	
32	7.2.1.0	7.02.01 Alerts	No Entry Req.	No Entry Req.	
33	7.2.1.1	Does the software system provide the following alerts:	No Entry Req.	No Entry Req.	
34	7.2.1.2	• Visual display of exception values or text?	No Entry Req.	No Entry Req.	
35	7.2.1.3	• Email notification?	No Entry Req.	No Entry Req.	
36	7.2.1.4	• User defined in addition to centrally defined?	No Entry Req.	No Entry Req.	
37	7.2.1.5	• Other?	No Entry Req.	No Entry Req.	
38	7.2.1.6	If "OTHER" is indicated in the previous question, please list that information in the REPLY column.	No Entry Req.	No Entry Req.	
39	7.2.1.7	Does the Processor have easy access to all active alerts? Please describe how and where access is enabled in the Respondent Explanations column.	No Entry Req.	No Entry Req.	
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44	7.3.1.2	Can libraries originally installed separately be merged into one?	No Entry Req.	No Entry Req.	
45	7.3.1.3	Can the library structure (taxonomy) be Agency defined?	No Entry Req.	No Entry Req.	

Microsoft Excel

The cell or chart you're trying to change is on a protected sheet. To make a change, unprotect the sheet. You might be requested to enter a password.

OK



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Columns:

C - REPLY

Yes/No Questions:

Please enter/select:

1. No
2. Yes
3. N/A

Use the "Respondent Explanations" column to expand your answer with more detail

Solution Fit Questions:

Please enter/select:

1. Solution does not support
2. Custom feature (/w cost)
3. 3rd party product (/w cost)
4. Configuration option (/w cost)
5. Configuration option (NO cost)
6. Fully supports out of box
7. N/A

A LEVEL OF EFFORT must also be selected.

Text Replies:

Reply to the question by entering the required information.

Row	Code	Description
17	7.0.0.16	7.16 SERVICE LEVEL REQUIREMENTS
18	7.0.0.17	7.17 DATA CONVERSION & MIGRATION
19	7.0.0.18	7.18 SYSTEM SUPPORT
20	7.1.0.0	7.01 INTRODUCTION
21	7.1.0.1	Using the instructions contained in Section 6 of the ITN, please reply to ALL items re
22	7.2.0.0	7.02 GLOBAL
23	7.2.0.1	The features and functions listed in this section, and the corresponding Re
24	7.2.0.2	Please indicate if the proposed system is:
25	7.2.0.3	• Web-based (a.k.a. SaaS)?
26	7.2.0.4	• On-Premise?
27	7.2.0.5	• BOTH Web-based and On-Premise options?
28	7.2.0.6	Is spell/grammar check available in all content drafting and reviewing processes thro
29	7.2.0.7	DEP has permitting identity guidelines (Appendix C) that ensure consistent look / fo
30	7.2.0.8	Can users easily view a list of recently performed searches and reuse them if des
31	7.2.0.9	If "Yes" is indicated in the previous question, please identify which functions allow s
32	7.2.1.0	7.02.01 Alerts
33	7.2.1.1	Does the software system provide the following alerts:
34	7.2.1.2	• Visual display of exception values or text?
35	7.2.1.3	• Email notification?
36	7.2.1.4	• User defined in addition to centrally defined?
37	7.2.1.5	• Other?
38	7.2.1.6	If "OTHER" is indicated in the previous question, please list that information in the i
39	7.2.1.7	Does the Processor have easy access to all active alerts? Please describe how an
40	7.2.1.8	Does the proposed system provide the ability to alert people when their participatio
41	7.3.0.0	7.03 PERMITS
42	7.3.1.0	7.03.01 Libraries
43	7.3.1.1	Can the library of General Conditions be organized by Program Area?
44	7.3.1.2	Can libraries originally installed separately be merged into one?
45	7.3.1.3	Can the library structure (taxonomy) be Agency defined?

	C	D	E
	REPLY	LEVEL OF EFFORT (Cost estimates are entered on Pricing Sheet)	RESPONDENT EXPLANATIONS (Free-form additional detail)
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
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	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
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	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	
	No Entry Req.	No Entry Req.	



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SECTION 7.00 – SYSTEM/SERVICE CAPABILITIES REPLY FORM Requirements – (place cursor in desired cell for additional HELP)

TERM	DEFINITION	CATEGORY
Appendices	Supplemental information referenced in and issued with a permit which are an enforceable part of the permit.	General Business Terms
Agency	The State of Florida Department of Environmental Protection	General Business Terms
Agent	A person outside of a regulated entity who has been given the authority to speak on behalf of the regulated entity.	General Business Terms
Applicant	Person who is a part of a regulated entity and has the authority of that regulated entity for things such as signing and submits an application.	General Business Terms
Application	Submittal to the department for a permit. Includes the application form and may include a fee, supplemental documents, signatures, professional seals, etc. as required for that permit type.	General Business Terms
Application Subtype	Two digit designation which describes the specific type of permit being applied for. For example: TO = transfer of ownership, TX = time extension.	General Business Terms
Application Type	Two letter designation which gives the general description of program and general permit being applied for or changed. For example, WT = waste tire, AC = Air construction permit, SO = solid waste operation permit.	General Business Terms
ARMS	Air Resource Management System - database of the point locations of facilities which have requested air permits from FDEP.	Systems/IT Terms
Attachments	Supplemental information referenced in and issued with a permit which are for reference only.	General Business Terms
BCMS	Beaches and Coastal Management Systems (BCMS)	Systems/IT Terms
Build permit process	The process which starts when the application is deemed complete to the first formal permit agency action (Notice of Intent, Notice of Draft Permit, or Notice of Final Permit). This time period includes the process of creating the permit for review, the technical and/or DOA review, and the public comment review by the applicant.	General Business Terms
CCCL	Coastal Construction Control Line (CCCL) Permits are generally required for siting and construction of structures and related activities within a defined area.	General Business Terms

Acronyms Tab

12-Feb-18

ITN 2018019



Response

- Section 8 – Response Form
 - Section 8 has two response forms that are labeled:
 - RESPONSE FORM FOR SAAS
 - RESPONSE FORM FOR ON-PREMISE SOLUTION
 - Select the appropriate Response form for the solution you are bidding on.
 - Respondents may submit a reply for both the on-premise and SaaS solutions, but a separate Reply will be required for each solution that is being proposed (Section 1.04)
 - Each table section for the proposed must be completed on the “Response Form” or the proposal shall be deemed non-responsive and rejected



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Section 8 – Response Form

1 Set of Tables For SaaS Solution

SaaS Solution Deliverables

DELIVERABLE NUM	MAJOR DELIVERABLE	DUE DATE	ORIGINAL CONTRACT TERM PRICE FOR SAAS SOLUTION
1	Project Management Plan and Schedule	10 business days following Contract Execution	\$
2a	Weekly Project Status Meetings and Reports	Weekly within 4 hours following each project meeting	FOR 100 AUTHORS CLOUD SOFTWARE AS A SERVICE SOLUTION Initial Configuration / Implementation Cost (1) \$ Subscription Cost for 100 Authors \$ Subscription Cost (if any) for Reviews / Approvers \$ Test and System Validation (2) \$ Data Conversion/Migration (3) \$ Additional Ongoing Yearly Costs (4) \$ Additional Ongoing Monthly Costs (5) \$ SAAS SUB TOTAL: \$ SAAS DELIVERABLES TOTAL: \$ SAAS GRAND TOTAL**: \$
2b	Status Meeting Minutes	Weekly, within two following each project meeting	
2c	Updated Project Management Plan/Schedule	Notification due with updated project plan twenty-four hours of change	
3a	Data Migration Plan and Migration Tasks	The due date for this be established by the approved project management plan/schedule. Adjust date will be handled of the Department's of an updated project	

Licensing & Maintenance

INITIAL CONTRACT TERM PRICE	RENEWAL CONTRACT TERM PRICE
\$	<Provide the names of key solution components that need to be installed>

Hourly Consulting Services

Task Order-Based Hourly Consulting Services (Hourly Pricing)		
Consultant Position Title	Rate Per Hour for Initial Contract Term	Rate Per Hour for Renewal Contract Term
Total:		

1 Set of Tables For On-Premise Solution

On-Premise Solution Deliverables

DELIVERABLE NUM	MAJOR DELIVERABLE	DUE DATE	ORIGINAL CONTRACT TERM PRICE ON-PREMISE SOLUTION
1	Project Management Plan and Schedule	10 business days following Contract Execution	\$
2a	Weekly Project Status Meetings and Reports	Weekly within 4 hours following each project meeting	ON PREMISE SOLUTION Initial Configuration / Implementation Cost (1) \$ Identify License Model \$ License Cost for 100 Authors \$ License Cost (if any) for Reviews / Approvers \$ Software Maintenance Subscription Fees including upgrade costs if any \$ Test and System Validation (2) \$ Data Conversion/Migration (3) \$ Additional Ongoing Yearly Costs (4) \$ Additional Ongoing Monthly Costs (5) \$ ON PREMISE SUB TOTAL: \$ ON PREMISE DELIVERABLES TOTAL: \$ ON PREMISE GRAND TOTAL**: \$
2b	Status Meeting Minutes	Weekly, within two following each project meeting	
2c	Updated Project Management Plan/Schedule	Notification due with updated project plan twenty-four hours of change	
3a	Data Migration Plan and Migration Tasks	The due date for this be established by the approved project management plan/schedule. Adjust date will be handled demonstration of the written acceptance of project management	

Licensing & Maintenance

INITIAL CONTRACT TERM PRICE	RENEWAL CONTRACT TERM PRICE
\$	<Provide the names of key solution components that need to be installed> <I.e., Concurrent user license Per user seat license Per CPU One time Other?>

Hourly Consulting Services

Task Order-Based Hourly Consulting Services (Hourly Pricing)		
Consultant Position Title	Rate Per Hour for Initial Contract Term	Rate Per Hour for Renewal Contract Term
Total:		



Response Form for SaaS

Ref: Section 8.0

1

SaaS Solution Deliverables

DELIVERABLE NUMBER	MAJOR DELIVERABLE	DUE DATE	ORIGINAL CONTRACT TERM PRICE FOR SAAS SOLUTION
PART I			
1	Project Management Plan and Schedule	10 business days following Contract Execution	\$
2a	Weekly Project Status Meetings and Reports	Weekly within 4 hours prior to each meeting	\$
2b	Status Meeting Minutes	Weekly, within two business days following each project status meeting	\$
2c	Updated Project Management Plan/Schedule	Notification due within two business days of identifying need for change, updated project plan due within twenty-four hours of DEP approval of change	\$
3a	Data Migration Plan and Migration Tasks	The due date for this deliverable will be established by the Department's approved project management plan/schedule. Adjustments to the due date will be handled by demonstration of the Department's written acceptance of an updated project management plan	\$
SAAS DELIVERABLE TOTALS (Carry forward to "DELIVERABLES TOTAL" row)			\$
			SAAS SOLUTION

2

Licensing & Maintenance

FOR 100 AUTHORS	INITIAL CONTRACT TERM PRICE	RENEWAL CONTRACT TERM PRICE
CLOUD / SOFTWARE AS A SERVICE SOLUTION		
Initial (one time) Configuration / Implementation Cost (1)	\$	<Provide the names of key solution components that need to be installed>
Subscription Cost for 100 Authors	\$	\$
Subscription Cost (if any) for Reviews / Approvers	\$	\$
Test and System Validation (2)	\$	
Data Conversion/Migration (3)	\$	
Additional Ongoing Yearly Costs (4)	\$	\$
Additional Ongoing Monthly Costs (5)	\$	\$
SAAS SUB TOTAL:	\$	\$
SAAS DELIVERABLES TOTAL:	\$	\$
SAAS GRAND TOTAL**:	\$	\$

3

Hourly Consulting Services

Task Order-Based Hourly Consulting Services (Hourly Pricing)		
Consultant Position Title	Rate Per Hour for Initial Contract Term	Rate Per Hour for Renewal Contract Term
Total:		

The Deliverables total will be added to the solution total to arrive at a GRAND total for the proposed solution.

**This figure will be used for awarding cost points for the Solution



Section 12 – Evaluation Criteria

	Maximum Raw Score Possible	Raw Score		Weight Factor		Maximum Points Possible
PART I – TECHNICAL REPLY						
Tab A. Solicitation Acknowledgement Form						
Tab B. Technical Response ^{1,5}						
1. Introduction	0		X		=	
2. Company Background	5		X	15	=	75
3. Proposed Solution & Response to Section 7.00	500		X	1	=	500
4. Implementation Approach and Schedule	5		X	70	=	350
5. Team Organization & Experience	5		X	45	=	225
Tab C. Past Performance ²						
A. Client #1 (DEP client, if applicable)	22		X	1	=	22
B. Client #2	22		X	1	=	22
C. Client #3	22		X	1	=	22
Tab D. Respondent/Subcontractor Summary Form (Section 10.00) Subcontractor Documentation: Failure to submit subcontractor documentation shall result in the disallowance of that particular subcontractor's qualifications from consideration in the Response package.						
Tab E. State Project Plan						
Tab F. Additional Documents						
PART II – PRICE REPLY						
(1 - Initial Contract Term - System/Solution Implementation Cost ³	500		X	1		500
(2 - Renewal Contract Term - Ongoing Licensing/Maintenance/Support ⁴	500		X	1		500
Maximum Total Numerical Rating						2216



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5. Schedule of Events

DATES	EVENTS	METHOD
February 16, 2018 @ 5:00 pm	Questions Submitted in Writing	Procurement Contact identified in Section 1.02, Procurement Officer
On or about, February 26, 2018	Answers to Questions Posted	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu
MUST BE RECEIVED NO LATER THAN: March 12, 2018 @4:00 pm	SEALED RESPONSES DUE	Submit to: Florida Department of Environmental Protection DEP Procurement Section, Room 215 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000 SOLICITATION NUMBER MUST BE ON ENVELOPE
March 13, 2018 @ 10:00 am	Public Response Opening	Florida Department of Environmental Protection DEP Procurement Section, Room 215 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
On or about, March 26, 2018	Notice of Negotiations	The Department anticipates posting the evaluation scores and the notice of negotiations (Section 1.15) on the Vendor Bid System: http://www.myflorida.com/apps/vbs/vbs_main_menu
On or about, April 11, 2018	Negotiations	ITN Negotiations Begin, starting with a demonstration from the selected vendors of their solution
On or about, TBD	Public Meeting	
On or about, TBD	Anticipated Posting of Recommended Award	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu



Questions & Answers





Wrap Up

- Recorded Minutes is Public Record
 - Submit public records request via email to Issuing Officer identified in Section 1.02
- Contact Issuing Officer via email to request Section 7 System/Services Capabilities Reply Form (Excel)
- The Agency's official response to all questions submitted today and those submitted in writing, will be incorporated into an Addendum and posted to the VBS