



**NEW JERSEY TURNPIKE AUTHORITY  
REQUEST FOR INFORMATION (“RFI”)**

**FOR**

**Capital Project/Program/Portfolio Management System  
 (“CPMS”)**

**January 2020**

# Section I

## A. Introduction

The New Jersey Turnpike Authority (“Authority”) is seeking information regarding hardware and software specifications, system design, operational governance, and support services from qualified vendors offering Capital Project/Program/Portfolio Management Software/System (“CPMS”) to procure as well as implement such system. Vendors that meet the submission requirements in Section II herein will be invited to an informational session.

## B. Resulting Contract Objectives

The Authority’s objectives for the CPMS system to be met in the resulting contract include but are not limited to the following:

1. **Better visibility:** The biggest benefit of top capital program management software is the ability to see all of the data needed in order to manage the portfolio. Information is easily tracked and kept all in one place so it can be viewed and reported on with minimal effort.
2. **Improved collaboration:** Portfolio visibility, as well as scheduling and inventory control, requires managers to consider phases, tasks, resources and labor. This leads to more thoughtful planning and faster project completion by removing bottlenecks and wasted inventory.
3. **Integration with Enterprise Resource Planning (“ERP”):** ERP systems streamline internal business processes and allow communication between different business departments. The CPMS system should integrate smoothly into the existing ERP system so the more detailed reports and data are readily accessible and easy to share with those who need the information.

Currently the Authority uses PeopleSoft Financials 9.2 and the preferred 3rd party integration method is thru Peoplesoft Listening connector for subscription and publishing using webservice, rest API etc. Vendor should have a method to consume and provide such real-time integration data.

4. **Critical Features:** The CPMS system will have some or all of the following critical features to facilitate portfolio management:
- a. Tracking multiple projects
  - b. Communication between managers and contractors
  - c. The ability to submit initial project budget requests and spending plans.
  - d. For all approved projects, the ability to track actual v spending plan on interim, annual, and project Ltd basis.
  - e. The ability to revise future spending plans based on actual project performance.
  - f. The ability to calculate days cash on hand by funding source.
  - g. System to be able to track project expenditures by asset category (ie bridge decks, piers, etc), so that they can flow correctly into the Financial System
  - h. Work order and inventory management /Integration to the EAM system. The Authority is implementing Infor which uses ION for integration.
  - i. Accounting/ Integration to the Financial System
  - j. Reporting
  - k. Document control
  - l. Customer relationship database

**End of Section I**

## Section II

### A. General Requirements

1. **Pre-Submission Inquiries.** Only type-written inquiries concerning the RFI will be accepted and may be directed to Director, Procurement and Materials Management Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, NJ 07095-5042. Inquiries by email are acceptable. The email address is [mcnally@njta.com](mailto:mcnally@njta.com). The inquiry deadline is **4:00 P.M. EST, Tuesday January 21, 2020**. Inquiries will not be entertained after this date and time.
2. **Responses.** Interested firms that can meet the requirements herein shall submit **type-written responses** (“Responses”) addressed to: Director, Procurement and Materials Management Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey, 07095-5042. One (1) original and four (4) copies, as well as one (1) copy in electronic format (USB, compact disc or via e-mail to [mcnally@njta.com](mailto:mcnally@njta.com)) of the Response must be received no later than **4:00 P.M. EST, Thursday, January 30, 2020**.
3. Following receipt of the Responses, Authority IT and Procurement personnel may conduct a follow-up Question and Answer (“Q&A”) Session with any or all of the Respondents. Such a Q&A session will take place at the Authority’s Headquarters facility during the month of **February 2020**
4. The provision of contract terms and conditions is not requested nor will it be considered by the Authority.
5. The Authority shall not be liable for any costs incurred by any firm in the preparation of their Response requested by the RFI.
6. The Authority reserves all rights at law and equity including the right to reject and/or accept any and/or all comments submitted in the Responses to this RFI. No Firm shall have any rights against the Authority arising out of the contents of this RFI, the receipt of information or the incorporation or rejection of comments in the resulting Request for Proposal (“RFP”).
7. This RFI is issued as a means of technical discovery and information gathering. Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a procurement process which, at the Authority’s option, could include but not be limited to: a formal RFP process, using an existing NJ State contract or procurement via Federal GSA contract(s).

8. Response to this RFI shall not be considered in the evaluation of any proposal or bid submitted in response to a solicitation of services/goods contemplated in the RFI. The Authority may utilize the results of this RFI in drafting a competitive solicitation for the subject services/products/equipment. IF At such time as the Authority chooses to issue an RFP for these services, each RFP will be evaluated on its own merits and no weight will be given or withheld due to submission or failure to submit information for this RFI.
9. Firms should clearly state which, if any of the information they provide is deemed proprietary in nature. The Authority reserves the right to use any information not so marked, as it deems necessary. The Authority further reserves the right to use any information in the Response to this RFI in developing future procurement documents.
10. If you have any questions, please contact Angela McNally, Procurement Specialist at (732) 750-5300 Ext. 8628.
11. RFI key dates are the following:

January 14, 2020	RFI advertised and distributed
January 21, 2020	Inquiries Due
January 30, 2020	Responses Due
February 2020	Responses to be evaluated. Responders may be invited to present solution to Agency (presentation meetings, not negotiation meetings). Live demonstrations may be launched at this presentation.

## **B. Qualification Requirements**

The information provided will be evaluated by the Authority. After evaluation, qualified vendors, which may include firms which did not respond to this RFI, may be asked to respond to a RFP. Only firms that can meet the following qualifications, provide the specified products, and have the capabilities listed in this Section II need submit a Response to the RFI.

1. 10 years of experience installing, configuring, and maintaining a CPMS system.
2. Hardware and software availability and adequate life cycle.
3. Hardware and software ease of use and configuration options.

4. Project management experience.
5. Software comes with or can be configured to have the critical features listed in Section 1.B.
6. Software which has relevant referrals.

## RESPONSE FORMAT

Question	Response
<b>Vendor Information</b>	
Name of person responsible for the information contained in this RFI.	
Telephone number Fax number Email address Web page	
Have you implemented your system for a Government Agency as a CPMS tool of similar size to the Authority's desired CPMS? Can they be contacted? If so, please provide reference information as well as contact information.	
Total number of installations of the version of the software being proposed, which have been carried out by your organization?	
Describe any third-party alliances, relationships, or dependencies.	
Please provide information on your implementation methodology.	Attach as required.
What documentation is provided with the software / system and in what format?	
Was your software written by your organization or acquired from a third party?	
What is your support model for the following? a) Post implementation b) Production Support	
<b>System Administration</b>	
What type and complexity of system administration roles?	
What would be the Technical Administration requirements for the Authority?	
What do you anticipate would be the Business support requirements for the Authority?	
<b>Training / Anticipated Learning Curve</b>	
Do you offer formal user training?	
What types of courses do you run and what are their durations?	
What level of training would you recommend?	
Describe any training materials offered?	
What is your anticipated learning curve for Report Users?	
What is your anticipated learning curve for Technical	

Question	Response
Administrators?	
<b>Platform/Database Requirements</b>	
On Premise/Cloud	
Database Restrictions	Attach as required.
Requirements for future scaling.	Attach as required
<b>Infrastructure Requirements</b>	
Minimum Requirements	Attach as required.
Recommended Requirements	Attach as required.
Requirements for future scaling.	Attach as required
<b>Client Capabilities &amp; Requirements</b>	
Does your software integrate with Active Directory?	
Name all browsers that your system has known compatibility with.	
Will your product work from a mobile device? Define limitations such as OS and functionality differences from desktop clients.	Attach as required.
Is the product accessible from the internet? What is required to deliver it?	
<b>Third Party Integration</b>	
Does the software have integration capabilities with other ERPs? If yes, list some Finance/EAM and integration systems and agents used – e.g. Broker, Webservices, Xmls, Files. Please refer to section 1B	Attach as required
<b>Maintenance, Support and Upgrade</b>	
Please include all available options for the Maintenance, Support and Upgrade of the system. Please be sure to include how any patching required due to a bug will be addressed	Attach as required
<b>Procurement</b>	
List any memberships or contracts held within Federal Government Schedules, National Purchasing Co-ops or Contracts with the State of New Jersey.	

**End of Section II**