



State of New Jersey

DEPARTMENT OF THE TREASURY

DIVISION OF PURCHASE AND PROPERTY

PURCHASE BUREAU

P.O. BOX 230

TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. David Rousseau
State Treasurer

Homeland Security Business Process Tool Request For Information

May 6th, 2009

The State of New Jersey, Department of Treasury, Division of Purchase and Property is seeking information from vendors with regard to purchase of an interactive COTs ("Commercial Over The Counter") software application. The purpose of this Request For Information ("RFI") is to obtain detailed information from the vendor community regarding a web-based, automated business process and workflow system, designed for use as a process improvement and document management tool for NJ Office of Homeland Security and Preparedness.

All information submitted by in response to this RFI shall be considered public information. For confidentiality reasons, vendors may respond to this RFI anonymously, however responses should clearly reference this RFI.

Responses to the RFI should be e-mailed to: njohsp@treas.state.nj.us or mailed to:

**Division of Purchase and Property
30 West State Street
P.O. BOX 230
Trenton, N.J. 08625
Attention: James Ballard**

no later than 2 pm. E.D.T. on May 29th, 2009. All contacts with State representatives shall be through the Division of Purchase and Property Information Technology Team Contact, James Ballard.

Responses to this RFI should be as detailed and concise as possible. Responses may be submitted in either Office 2000TM or Adobe AcrobatTM formats with a PowerPointTM presentation as a supplement. Responses may be supplemented by hard copy material delivered to Mr. Ballard at the above address.

The organizational summary, background information and specifications below have been developed by the using agencies requesting the product and are intended to provide an overview for a "custom off-the-shelf" automated business process and workflow system tool only. This RFI is not attempting to obtain information regarding software development and vendors should not include custom programming information. Please review and comment on the attached specifications and questions.

Product(s), product training documentation, and/or instruction services offered by your firm must be capable of meeting the following general specifications. Where application features and information is requested in the following table, please respond by checking yes or no in the appropriate box. If the answer is no, a brief explanation would be helpful.

Organizational Overview

The New Jersey Office of Homeland Security and Preparedness is responsible to administer, coordinate, lead, and supervise New Jersey's counter-terrorism and preparedness efforts. The Office's goal is to coordinate emergency response efforts across all levels of government, law enforcement, emergency management, non-profit organizations, other jurisdictions and the private sector to protect the people of the State of New Jersey.

Project Description

The Office of Homeland Security and Preparedness provides grants administration, procurement support, and document processing services in collaboration with the NJ State Treasury, Division of Purchase and Property and on behalf of various State agencies. This tool is viewed as necessary to enhance and streamline existing document management, approval tracking, and procurement transparency across multiple State offices and agencies.

The tool envisioned in the preparation of this RFI is a web-based, interactive automated business process and workflow system, designed for use as a scalable process improvement and document management tool, using a document review and approval hierarchy construct. The expected target audience includes various offices and agencies throughout the State of New Jersey.

General Requirements

The primary objective of this Homeland Security development project is to achieve a hardware and software architecture that is; modular, scalable, and extensible, has inherent interoperability, minimizes life cycle costs, and has an open architecture that is Windows based.

1. Windows Based System
2. Built on the .NET framework 2.0 or higher
3. SQL server or Oracle backend
4. SQL Reporting or Crystal Reports
5. ODBC Compliant
6. SharePoint Moss 2007 Integration
7. Intranet & Internet

- Any proposed offering must be readily available, convenient, and accessible to multiple, individual end-users.
- Any proposed offering must enable multiple, simultaneous access to any stored documents for either review purposes, approval of a document, or both.
- Any proposed offering must be capable of a targeted e-mail notification for any decision-making specific to an individual document.
- Development and/or approval of any proposed offering must be defined by the Office of Homeland Security and Preparedness prior to acceptance and/or delivery to the State of New Jersey.

End-User documentation will be available, downloadable, and included to clearly explain how to install, use and maintain the proposed simulator product before acceptance by and/or delivery to the Office of Homeland Security and Preparedness and/or the State of New Jersey may occur.

Intended Deliverables

- The State envisions the proposed product offering will consider and operate in accordance with the professional roles of the potential participants, detailing the environment, feature, and specific requirements for each End User role.
- The proposed simulator product shall meet the goals and objectives defined by the Office of Homeland Security and Preparedness prior to acceptance and/or delivery to the State of New Jersey.
- The proposed simulator product and End-User documentation shall be downloadable and deliverable via our Learning Management System (LMS), NJLearn.com.
- The proposed product shall consider, but may not be limited to the approval roles and document processing responsibilities of Local and State Agencies listed as potential participants.
- In addition to responding to the above intended requirements, the State requests information and specifications on the following table detail:

Note: *The following list is not all-inclusive and may be subject to revision upon written notification. Representative application feature substitutions must be identified.*

COTs Application Features and Specifications

Specifications & Requirements	Application Features		
	Y	N	Comments and Clarifications
Windows '03 Operating System			
ODBC - Open Database Common Platform			
Database (SQL/Oracle)			
Allow Attachments (.pdf, .jpg, .tif, Visio files, MS Apps - Word, Excel)			
Reporting (SQL, Crystal Reports, etc.)			
Track Timeline - Time/Date Stamp Actions			
Active Directory Log-ins (or LDAP Authentication)			
Admin & User Rights - Define Security Features and Structure			
Task Flow - How Designed? Auto Routing, Parallel Approval Levels, Multiple, Simultaneous Decision Flows?			
Approval Process w/in App e-mail: Mobile Accessibility (BlackBerry, Windows Mobile, Apple option)			
Hardware Sizing Requirements: Capacity Limitations - Memory Storage (# of Procurements, Files)			
Various Viewing Capability: Access Level Based?			
NOT Screen w/ Red Zone Reporting Capabilities: View # of Tickets Open & Status Report			
Multiple Domain Management - How is this handled?			
Vendor Hosted?			
Data Encryption, how is this handled?			
Additional Capabilities?			
SharePoint Moss 2007 Integration?			
Web Server Platform?			
Additional Capabilities?			