

Questions and Answers

STATE OF NEW MEXICO



DEPARTMENT OF GAME AND FISH

REQUEST FOR PROPOSALS (RFP)

For

FISHERIES MANAGEMENT DIVISION FISHERIES DATABASE AND DIGITAL DATA COLLECTION APPLICATION

RFP# 24-516-1201-00001

RFP Release Date: December 15, 2023

Proposal Due Date: February 14, 2024

QUESTIONS 1.

1. Where are the current data systems hosted and who maintains them?

Answer: The data currently resides in multiple Microsoft Access Databases and Excel spreadsheets. The Fisheries Management Division (FMD) maintains the data.

2. Can you please provide the list of data systems along with their type and size?

Answer: Microsoft Access Databases in .mdb file extension and Microsoft Excel files in .xlsx file extension. The database will encompass up to 12 primary datasets / databases. Total file size is approximately 130 megabytes.

3. How much data will be anticipated annually in MBs, GBs, or TBs?

Answer: Approximately 10 MBs.

4. Do you expect the vendor to perform data cleansing activities?

Answer: Yes, per the RFP Exhibit A Scope of Work. It is anticipated that most data cleansing will consists of formatting the data to work in the new database. FMD biologists can help guide this effort.

5. How many years of data does the agency have storage?

Answer: The FMD has data in digital format back to the 1930s, however most data is from the 1980s to present.

6. Do you have any technology preference for dashboards (PowerBI, tableau, etc.,)?

Answer: No, the FMD does not have any technology preference for the dashboards.

7. Is the project funded? If yes, what is the overall budget associated with the project?

Answer: Yes, the project is funded.

8. Do you expect the vendor to perform any tasks on-site, or can all work be performed remotely?

Answer: All work can be performed remotely, but coordination with Department staff will be necessary. We do not anticipate any tasks being performed on-site.

9. Can you please specify the project start and end date?

Answer: The project is expected to begin in April 2024, and continue for four (4) years.

10. Is providing a New Mexico business tax ID number with our proposal mandatory?

Answer: Yes, if company operating or resides in New Mexico. A New Mexico business tax ID number is not required if work is done outside New Mexico.

QUESTIONS 2

1. Can the questions on the System Hosting Evaluation Questionnaire be answered in a manner that explains our process for creating custom solutions instead of having concrete answers regarding an existing system?

Answer: The System Hosting Evaluation Questionnaire needs to have concrete responses. This questionnaire is required from the State of NM Cyber Security Office.

2. The sample contract embedded in the RFP lists a due date in June 2024, is that the correct date for project completion? If not, what is your desired delivery date?

Answer: The sample contract is a sample, final due dates for all portions of the project will be completed after a contractor is selected and during completion of the contract.

3. Section B.5, Mandatory Specifications. The RFP reads: "Offer will provide information on their ability and commitment to perform an independent evaluation of the Cloud service provider and provide a third-party assessment based on certification, attestation or SOC2 report." Can you tell us what you require for certification or attestation? Do you have a budget for the project that you can share?

Answer: Certification or attestation is a report that you can share with the NMDGF that acknowledges your companies or organization complies with security controls

you have in place. This report is provided by third-party auditors who are specifically trained to assess for SOC2 compliance. Funding for the project is in place.

4. Is it possible to get a 1 or 2-week extension to the proposal due date?

Answer: No, is not possible to get a 1 or 2-week extension.

5. Is there a mobile application that works in a way that Fisheries Management Division wants?

Answer: There is no known application that currently works to the specifications of FMD. Any application will need to be developed.

6. Has the Fisheries Management Division considered any off-the-shelf software, or do you already know a Custom Solution will be required for your specific Use Cases?

Answer: A Custom Solution will be required.

7. How many incumbent vendors are on the existing contract for these services?

Answer: There is no existing contract for these services.

8. Is there an estimate on the number of 'physical datasheets' and 'individual databases' that will need to be combined for this project? i.e., are any datasheets being combined to get to the count of 12 in the RFP?

Answer: Per the RFP the database will encompass up to 12 primary data sets. The majority of data is currently house in Microsoft Access Databases with .mdb file extension or Microsoft Excel spreadsheets with .xlsx file extension. Some of the Databases currently house multiple data sets.

9. What format(s) do these datasheets and databases currently exist in?

Answer: All data is currently collected on standardized paper datasheets. Data is entered into one of multiple Microsoft Access Databases with .mdb file extension or Microsoft Excel spreadsheets with .xlsx file extension.

10. What is the size on disk (i.e., megabytes) of the various datasets?

Answer: The total size of the all datasets is approximately 130 MBs.

11. Is the data clean and reliable or will cleansing and updating it be necessary as part of the project?

Answer: The majority of the data is clean and reliable. However, we expect some type of cleansing to be needed to get all data into the necessary format for a new database. FMD biologists can help guide this process.

12. Will the new Fisheries database need to contain sensitive data (e.g., PHI, FMLA, PCI-DSS, HIPPA, FTI, ADA, PPRA, FERPA, etc.)?

Answer: No, the Fisheries database will not contain sensitive information (e.g., PHI, FMLA, PCI-DSS, HIPPA, FTI, ADA, PPRA, FERPA).

13. Are there already existing authentication mechanisms (e.g., active directory) in place within the organization?
- a. If so, should the portal use those existing mechanisms or create new ones (e.g., a new azure active directory instance)?

Answer: The NMDGF does have an existing Microsoft Active Directory and cloud based IAM in place with the organization. It would be preferable for the contractor to use those mechanisms.

14. What types/formats (e.g., Excel, PDF, Word) of data need to be supported for the user-driven data import?
- a. Will all sources for the data import be in a standardized format or will some be free form?

Answer: User-driven data import would need to support data entry from paper field notes. These are in standardized format and will match the format of the digital data entry application.

15. What are the required user roles for the internal dashboard (e.g., Biologists, Managers, Developers)?

Answer: Yes, the required roles are: (1) Biologists – Modify, Read & execute, Read, Write, Query, Export; (2) Supervisor – Full Control; and (3) Developers – Full Control.

16. Will the external dashboard require both a non-authenticated view accessible by the public and a view for authenticated users (i.e., login to access)?

Answer: External dashboard will not require authentication to view information provided to the public. Authentication is required for the NMDGF staff members to update the information.

17. Can an off-the-shelf solution (e.g., Power BI) be used for the external dashboards to be hosted on the Fish & Wildlife website?

Answer: Yes, any off-the-shelf solution can be utilized for the external dashboards to be hosted on the Department Website.

18. Does the application need to be a native app (e.g., Java, Swift, installed from Appstore), or does a mobile responsive website fit the requirements?

Answer: Preference is for a react native application.

19. Which Bluetooth enabled tools will it need to connect to?

- a. Do these tools allow connection from third party resources?
- b. Is there documentation for these tools?

Answer: The current Bluetooth enabled tools are Passive Integrated Transponder tag readers. They allow for connection from third party resources and there is documentation available for the tools.

20. Is 'GPS location' the only GIS functionality needed?

Answer: Yes, per the RFP the GPS location is the only GIS functionality needed at this time. However, depending on the design of the digital data collection app, GIS functionality could provide information on specific locations such as hydrologic unit codes, waterbodies, and landownership.

21. Should the location be displayed on a map?

Answer: Yes, the location should be displayed on a map and provide coordinates.

22. Have configurable solutions (e.g., ArcGIS) for the mobile application been considered?

- a. If not, would FMD be open to utilizing one?

Answer: Yes, FMD is open to utilizing ArcGIS.

23. "Ability to perform an independent evaluation of the cloud service provider" – Does the FMD have an existing contract with a cloud provider?

- a. If not, will the contract include evaluating/choosing a cloud provider for the FMD?

Answer: No, the NMDGF does not have a

QUESTIONS 3

- 1. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What is the high-level architecture and technology stack used for managing fisheries monitoring data, and

where are the databases stored geographically? Please elaborate on the current system and infrastructure.

Answer: The technology used to manage FMD data is within multiple Microsoft Access Databases and Microsoft Excel spreadsheets. The databased are stored locally within the NMDGF shared drives.

2. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What specific database technologies & versions are currently employed to store and manage the fisheries monitoring data?

Answer: All of the fisheries monitoring data is stored in either multiple Microsoft Access Databases (Access 2010 or O365) or Microsoft Excel (.xlsx) files.

3. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Can you provide an estimate of the size (in terms of data volume) of each dataset/database that need migration into the new system?

Answer: Estimated total file size of twelve databases/data sets are about 130 megabytes.

4. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What is the format and structure of the data that needs to be migrated (e.g., relational databases, flat files, etc.)?

Answer: Data is stored in either multiple Microsoft Access Databases (Access 2010) or Microsoft Excel (.xlsx) files. Some historical data is only captured on paper data files and the ability to enter data later is needed.

5. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Do you have any visual representations (e.g., screenshots, page lists) or a URL where we can gain an understanding of the current system's layout and functionalities?

Answer: No, the FMD does not have any visual representation (e.g., screenshots, page lists) or a URL. The information is contained within multiple Microsoft Access Databases or Microsoft Excel files.

6. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there existing documents or manuals detailing the current system's functionalities, data schema, or architecture that could be shared?

Answer: No, there is no existing documentation or manuals detailing the current system's functionality, data schema, or architecture.

7. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Have there been any known challenges or limitations in transferring or integrating data between the current databases and other systems or tools? Are there any specific data transformation needs, or pre-processing steps required before migrating data into the new system?

Answer: Challenges have mainly been focused on fully integrating historical data into newly created databases, primarily due to inconsistencies with data collection through time. The only anticipated pre-processing steps would be formatting data into the new database format, however FMD personnel can help with this process, if needed.

8. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Could you specify any particular pain points or challenges experienced with the current system, such as data inconsistencies, workflow inefficiencies, or accessibility issues, any other?

Answer: Pain points or challenges experienced by the FMD staff members consist of data inconsistencies, workflow inefficiencies and accessibility issues. The information is not consolidated into one relational database.

9. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What level of access and functionalities are currently available for internal-facing datasets and portals?

Answer: Full access and functionalities are available to FMD staff members for Microsoft Access Databases and Microsoft Excel files.

10. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Have current users reported any specific limitations or difficulties encountered while using the current system?

Answer: Most issues have been with stability of Microsoft Access Databases and multiple users.

11. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Is there a preference for a specific cloud-based database solution for the proposed system?

Answer: No, there is no preference for a specific cloud-based database solution.

12. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Is there an existing standardized format for importing data into the current system? Can this format be customized for the new database design?

Answer: All of the databases have forms created for specific data entry types. These could be customised for the new database design and the digital data collection app.

13. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Is there a defined data approval process within the current system, or is there an anticipated process for approval in the upcoming system? Could you provide more details or specifics about this approval procedure?

Answer: The current data approval process implemented in some of the current systems consists of FMD personnel double checking data entry against the original paper data sheets. Yes, there is an anticipated approval process for data integrity.

14. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Will the external facing dashboard be solely for viewing purposes, or will it require any interaction or data submission?

Answer: The external facing dashboard will consist of data summaries that will be for viewing only by the public.

15. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Do you have the existing cloud infrastructure where this solution needs to be deployed? If not, please elaborate on expectations from Vendor.

Answer: No, there is not an existing cloud infrastructure where this solution needs to be deployed.

16. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Who will be responsible for managing the cloud infrastructure and creating the necessary infrastructure resources going forward? Will it be handled internally by state or by vendor? Please elaborate on expectations.

Answer: The contractor will be responsible for managing and maintaining the cloud infrastructure.

17. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Have there been any notable challenges or limitations in integrating data from physical sources into the current databases?

Answer: Challenges have mainly consisted of data inconsistencies, workflow inefficiencies, and accessibility issues.

18. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any existing integrations with any 3rd party or dependencies with external systems, tools, or applications that the new database solution needs to consider?

Answer: No, there are no existing integrations with any third party or dependencies with external systems, tools, or applications that the new database solution needs to be considered.

19. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What are the key performance metrics (response time, throughput, etc.) expected from the new database, web portal, and mobile application?

Answer: The data system will need to support up to 21 users at any one time with minimal response time.

20. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there foreseeable increases in data volume or user load that the new system should accommodate in the future?

Answer: The data volume and user load should be upscale able for any future expansion of personnel or projects by FMD. Expected data increase of 10 MBs per year.

21. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there specific regulatory or compliance standards that the new system must adhere to in terms of data security?

Answer: No, there are not specific regulatory standards. Yes, the solution must align with OWASP and CIS benchmarks.

22. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any industry-specific regulations or compliance standards that the new system must adhere to regarding fisheries monitoring data?

Answer: No.

23. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How are user permissions currently managed within the existing system for various roles (Developers, Managers, Biologists)?

Answer: No, there are no current permissions managed within the existing system with various roles. All databases are generally designed and maintained by a single biologist/supervisor, although all personnel have access to the database.

24. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there specific features or functionalities expected by the Department's customers in the external dashboard?

Answer: There are no specific features or functionalities for the external dashboard besides it being able to launch from the Department's website. The external dashboard will consist of summarized data from the internal database that will be approved for external viewing.

This information will be displayed in graphs and be searchable by the public. The external dashboard should be read only for the NMDGF customers.

25. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there particular features or functionalities that the Department's customers are expecting in the external dashboard?

Answer: The Department's customers are not expecting any particular functionalities for the external dashboard. The external dashboard will provide summarized information on fisheries data collected by FMD biologists.

26. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Who will be responsible for creating the UI/UX wireframes for the application? Will it be managed internally or by vendor?

Answer: This is part of the contract the user interface (UI) and user experience (UX) wireframes for the application. This will be managed by the vendor.

27. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Has there been feedback or suggestions from users (biologists, managers) regarding improvements or specific functionalities needed in the new system? Please elaborate.

Answer: The only specific functionalities that are needed for the digital data collection app are GPS capabilities, ability to connect to Bluetooth devices and read information from them, on the fly error checking, and the ability to save data to an SD card or some other external storage device. These are all mentioned in the scope of work.

28. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any specific ADA (Americans with Disabilities Act) requirements or accessibility standards that the new system should adhere to? Please elaborate

Answer: No, there are not any known ADA requirements or accessibility standards to adhere to.

29. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there expectations for an increase in the number of users accessing the new system over time? Please elaborate

Answer: The system should be scalable to allow for an increased number of users and annual data collection.

30. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What level of training or onboarding support is anticipated for users transitioning to the new system?

Answer: Training and documentation on how to use the database and digital data collection app will be required so users can use the system. Additional training will be required for Supervisors.

31. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any existing tools or metrics used to monitor system performance or user interactions within the current setup? Please elaborate

Answer: No.

32. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there specific business rules or regulations governing data handling, storage, access, or usage within the Fisheries Management Division? Please elaborate

Answer: The NMDGF is required to align with the 1.21.2 NMAC Retention and Disposition of public records for Fish Management.

33. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How many distinct types or categories of static reports needs to be created from the fisheries monitoring data?

Answer: Raw data from the database and survey reports.

34. Section IV. Specifications, A. DETAILED SCOPE OF WORK- Are there any specific preferred formats (e.g., PDF, Excel, interactive dashboards) for generating/exporting reports?

Answer: Raw data should be exported into Excel. Survey reports should be exported in word or editable PDFs. An interactive dashboard is needed to error check to maintain data integrity, view, and edit data.

35. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How many distinct screens or interfaces are required for different user roles within the system?

Answer: To be determined based on ultimate roles and responsibilities.

36. Section IV. Specifications, A. DETAILED SCOPE OF WORK- Is there a need for customizable or ad-hoc reporting capabilities within the system?

Answer: Yes, there is a need for ad-hoc reporting capabilities within the system.

37. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any requirements for exporting or sharing reports with external systems or stakeholders outside the Fisheries Management Division?

Answer: Yes, there are requirements for exporting or sharing reports with external systems and stakeholders outside the FMD.

Mobile Application Questionnaire:

38. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What are the specific data points to be collected by the mobile application? Will the android application be built using hybrid or native technologies?

Answer: The specific data points to be collected are standardized fisheries data. No requirements on the technology for the mobile application.

39. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Do you currently have an existing mobile application for data collection?

Answer: No, the FMD does not have an existing mobile application for data collection.

40. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Could you elaborate on the requirements for the wireless data synchronization feature? Are there any particular protocols or security concerns to be addressed?

Answer: Yes, FMD personnel need to be able to securely upload data while utilizing the current security standards.

41. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What databases will the application synchronize with, and are there any existing APIs or services that the application should integrate with for this purpose?

Answer: There is no current relational database, existing APIs or services in place. The expectation is for this to be built.

42. Section IV. Specifications, A. DETAILED SCOPE OF WORK - For external data backup, what backup systems are currently in place, and how frequently should the data be backed up? Please elaborate on expectations

Answer: No, there is no external data backups. Backups should occur nightly with verification and monthly test restore.

43. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What specific Bluetooth-connected tools will the application interface with, and are there any particular communication standards or protocols that need to be supported?

Answer: The application needs to interface with Passive Integrated Transponder tag readers.

44. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Regarding the GPS locations, what level of accuracy is required, and will the application need to support mapping or geospatial analysis features? Please elaborate.

Answer: GPS accuracy should be consistent with current accuracy levels of approximately 3 meters. The application should be displayed on a map and record the coordinates. Depending on the design of the digital data collection app, GIS functionality could provide information on specific locations such as hydrologic unit codes, waterbodies, and landownership.

45. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How should the integrated error checking function? What types of errors should it detect, and what should be the response when an error is identified? Please elaborate expectations.

Answer: The application should be able to identify incorrectly entered fish lengths and weights by species. An indication of a potential error should be shown on the screen when this occurs. The ability to track number of fish at a site should also be incorporated into the application.

46. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any user interface (UI) or user experience (UX) guidelines that the application should follow?

Answer: No, there are no current guidelines for the UI or UX.

47. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What are the security requirements for the application to ensure the confidentiality, integrity, and availability of the fisheries monitoring data?

Answer: Yes, the application should ensure the confidentiality, integrity, and availability of the fisheries monitoring data.

48. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Is there a particular development timeline or milestones that need to be met for this project?

Answer: Final development timelines and milestones will be decided on during completion of the contract. However, it is expected that the database and digital data collection application will be completed within four (4) months of the execution of the final contract.

49. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please describe the current flow & activities performed during monitoring data collection, workflow, data entry, cleaning, analysis, and reporting. What is the frequency of the data collection?

Answer: Data is collected in the field and recorded on standardized paper data sheets. Data is entered into one of multiple Access databases or Excel spreadsheets. Entered data is usually error checked against the original data sheets. Raw data is exported and analysed and reported on an annual basis.

50. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on expectation from hosting point of view for database, internal portal, external portal – will the hosting environment be procured and provided by Department?

Answer: The contractor is expected to host all aspects of the database and portals. The external portal will need to be embedded in the Department's website for customers to access.

51. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on ongoing operational cost of infrastructure and required cloud services? We assume that customer would be procuring these services, vendor will be responsible for maintenance and support. Please elaborate expectations.

Answer: There are currently no operation costs of infrastructure or cloud services. The contractor is expected to procure cloud services and hosts the database and data portals.

52. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Mobile application – How the users will download the application? Do you plan to make it available on any app store? Please elaborate expectations from Vendor.

Answer: The contractor is expected to provide the tablets ready-to-go out of the box or provide a way for the FMD biologists to download the application to tablets.

53. Section IV. Specifications, A. DETAILED SCOPE OF WORK- Please elaborate on frequency, no. of users submitting the monitoring data, no. of sites submitting the data, no. of data points / fields and type of data being collected?

Answer: Users will be submitting data on an almost daily basis during the months March to October. The total number of users will be 21. The number of sites where data will be collected will vary by year but will be over 500. Data being collected is standardized fisheries monitoring data and consists of eDNA surveys, stream depletion surveys, net surveys (gill nets, trammel nets, etc.), trap surveys (minnow traps), seining surveys, habitat-based surveys, lake/reservoir electrofishing surveys, stream discharge, and barrier surveys.

54. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on data cleaning checks being performed currently in collected data. What is the approx. no. of

Internal & external Users involved in collected data processing, cleaning, analysis? Is it all being managed by in-house team, or do you have any 3rd party vendor supporting?

Answer: The total number of users is 21 and everything is being managed inhouse. Current data cleaning checks consists of biologist checking entered data against paper data sheets.

55. Section IV. Specifications, A. DETAILED SCOPE OF WORK - We assume that only electronic dataset / database migration is in scope. Physical / paper-based dataset migration is out of scope for this engagement– please confirm.

Answer: All electronic datasets/databases must be migrated to the new database. The ability for biologists to enter older data that is only on paper must also be incorporated into the database.

56. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on protocol being referred for all fisheries to encompass in new DB schema.

Answer:

Database Design Principles:

- a. Avoid redundancy,*
- b. Primary Keys,*
- c. Null Values,*
- d. Referential integrity*
- e. Atomicity*
- f. Normalization*
- g. Data Typing*
- h. Indexing*

57. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Do you currently have an internal IT team, please elaborate on current internal capabilities for system development, database, infrastructure, application support management aspects?

Answer: Yes, the NMDGF ISD has an internal IT team with system development, database, infrastructure and application support management.

58. Section IV. Specifications, A. DETAILED SCOPE OF WORK - We assume that maintenance and support activity for vendor is limited to Level 2 & Level 3 support on scope of work. End user interaction and Level 1 support will be managed by Department's internal team. Is that understanding correct?

Answer: NMDGF will ensure connectivity to application. Any issues with the application will be handled by the contractor.

59. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate in terms of current challenges being faced during the monitoring data collection and processing, data cleaning, analysis? What kind of the analysis is currently being performed – please elaborate.

Answer: Current challenges include data standardization through time, transcription errors when inputting data into the databases. Analysis of data consists of standard fisheries analyses.

60. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on summarized view of data – what all fields / parameter, and basis of summarization do you envision for summarized view? What is the expected frequency & period for summarization view, please elaborate?

Answer: The external data portal will consist of data approved by biologists to be viewable by the public. Summarized data will primarily consist of fish information from waterbodies across the state of New Mexico. It is expected that this data will be updated annually.

61. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on context and flow of external data backup requirement for Mobile application. What is the expected frequency? What needs to be backed up – please elaborate.

Answer: Data collected by the mobile application must be able to be backed up to an external source such as an SD card. Backup should be able to be completed as needed. Most work occurs in locations without cell phone service so data backup is required to prevent loss of data until it can be synched with the database.

62. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How long the data to be retained in database? Do you have any data retention, archival policy – please elaborate.

Answer: Per the 1.21.2 NMAC Retention and Disposition of public records for Fish Management. Data must be maintained for five years within the system and moved to permanent archive. However, all collected data remains available in the database.

63. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on user access management. How do you envision the functionality? Who will be responsible for provisioning end user access to system – Please elaborate expectation from vendor?

Answer: Provisioning shall be done via existing cloud identity.

64. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on SSO expectations – Is it required for Monitoring data collection application or only for Internal facing portal?

Answer: Yes, it is required for internal facing portal utilizing existing cloud identity.

65. Section IV. Specifications, A. DETAILED SCOPE OF WORK - We assume that the external facing summarized view will be embedded in department website and does not require SSO integration.

Answer: Correct.

66. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on who is currently managing the website being referred for external portal? Who will be responsible for embedding the external portal in website?

Answer: The Department currently manage the website referred as external portal.

67. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on hosting aspects, tech stack and versions currently in use for external facing website where the external facing dashboard needs to be embedded. We assume the embedding will be through i-frame approach in external website. Please confirm

Answer: An i-frame approach is acceptable for the external website embedding, however other approaches may also be viable.

68. Section 5 Page 24 of RFP: Please clarify, Is the RFP expectation to have this solution hosted in vendor procured and managed Cloud environment?

Answer: Yes.

69. Section 5 Page 24 of RFP: We assume Cloud account and related cloud services (DB, Server, backup, firewall, KMS, Monitoring & Logging, IAM, Antivirus, IDS/IPS etc) will be procured and provided by customer, vendor will develop and deploy the solution in the customer environment and provide maintenance and support? Please confirm

Answer: No, the vendor will procure and provide the Cloud account and related services, except for IAM.

70. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please clarify and confirm, if the Cloud Service Provider SOC2 report required to be submitted along with the proposal technical response?

Answer: Yes, the SOC2 report required to be submitted along with the proposal technical response.

71. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on what all systems & applications the solution needs to be integrated along with the purpose.

Answer: Just the identity source.

72. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on the customer teams / roles who will be participating in the project at different stages, including their locations and time zones. Also please confirm the level of engagement and the availability of these personnel during project life cycle

Answer: Teams are located mainly in the Santa Fe Office Location One Wildlife Way, Santa Fe, NM 87507 Mountain Standard Time. Other users are located in offices within New Mexico and are all on Mountain Standard Time. There will be a main point of contact for the project, however others may be brought in as needed.

73. Section IV. Specifications, A. DETAILED SCOPE OF WORK - We understand that the customer team will provide the detailed requirement specification and will conduct functional & UAT testing for the solution. Please confirm.

Answer: Yes, the customer will provide the detailed requirement specification and will conduct function and UAT testing for the solution.

74. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please elaborate on your existing system log retention policy and required period.

Answer: NMDGF Retention and Disposition Policy aligns with the 1.21.2 NMAC Retention and Disposition of public records for Fish Management.

75. General Question - Are you okay with the vendor proposing hybrid model that is Onshore and Offshore mix? Please confirm.

Answer: Preference is onshore.

76. General Question - Do you expect any of the resources to be Onsite?

Answer: No.

77. General Question Please confirm If the project can be executed from offshore supporting overlap with the customer's business hours of operation.

Answer: The project must be executed and supported onshore.

78. General Question - Please confirm how the vendor resources will connect and access the Customer Environment / systems.

Answer: The NMDGF ISD team will provide secure VPN access if required.

79. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Are there any third-party vendors systems, applications, or services that need to be integrated or coordinated with this project?

Answer: No, there are no third-party vendors systems, applications, or services that need to be integrated or coordinated with for this project.

80. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How will external user access and permissions be managed in the new environment? Please elaborate.

Answer: External access will be open.

81. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How do you currently manage data encryption and keys, please elaborate?

Answer: Currently the NMDGF does not manage any encryption keys. Yes, the NMDGF will manage all data encryption and keys.

82. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What are the expected response times for issue resolution? Are there defined SLAs for critical and non-critical issues?

Answer: Severity 1 should be resolved within a minimum of 24 hours.

83. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What are the standard support hours (e.g., business hours, 24/7)?

Answer: Current support hours are from 8 am – 5 pm mountain standard time.

84. Section IV. Specifications, A. DETAILED SCOPE OF WORK - How will issues and service requests be tracked and reported? Is there a dedicated ticketing system or helpdesk for reporting issues? Will vendor resource be getting access to this system? What is the current ticketing tool in use? Please elaborate each.

Answer: Yes, the NMDGF has existing helpdesk ticketing system in place to report issues. However, the vendor will provide a help ticketing system to track issues and service requests.

85. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Regarding the deployment, please confirm do you expect it manually or through a CI/CD pipeline? What is the code version management system in use? If CI/CD, please confirm the preferred tool set.

Answer: The deployment will be manual. The NMDGF does not have a CI/CD pipeline in place.

86. Section IV. Specifications, A. DETAILED SCOPE OF WORK - What all actors are there in the system? Please elaborate their system interaction.

Answer: The required roles are: (1) Biologists – Modify, Read & execute, Read, Write, Query, Export; (2) Supervisor – Full Control; and (3) Developers – Full Control.

87. Section IV. Specifications, A. DETAILED SCOPE OF WORK - Please share expected volume of support tickets on a monthly basis.

Answer: The expected volume is 8 support tickets on a monthly basis.

88. Section B Mandatory Specification Point 7 Financial Stability: Since the requested financial information is confidential in nature, can AgreeYa provide the same directly to the Department's Financial representative. If yes, please provide the e-mail address of the financial representative.

Answer: The financial information must be submitted to the Procurement Manager as indicated in the RFP. The Procurement Manager will provide a secure link to upload confidential information.

89. General Question - Would the Department consider extending the submission due date by 2 weeks?

Answer: No. Please refer to the RFP Amendment 1 for submission due date.

90. General Question - What is the expected Project Start Date?

Answer: The expected project start date is April 2024.

91. General Question - What is the expected budget for this project?

Answer: Funding is available for the project.

QUESTIONS 4

1. What is the preferred database system? (SQL Server, Oracle, etc.) (IV.A.1. Database Design and Development)

Answer: My SQL Server 8.1, but we are open to other suggestions.

2. Do you have a preferred tech stack for development? If so, what is desired? (IV.A.1-6 Detailed Scope of Work)

Answer: No.

3. Would it be possible to have the data diagrams of the existing databases? (IV.A.1. Database Design and Development)

Answer: There are no existing data diagrams of the existing databases.

4. What are the training requirements for FMD personnel? (Not mentioned in RFP)

Answer: Initial training on database and digital data collection app will be required for FMD personnel. Future training for personnel can be completed in-house.

5. Will the contractor be required to create documentation, or is this the responsibility of FMD? (Not mentioned in RFP)

Answer: All relevant documentation for solution should be provided to Department staff and may be subject to IPRA.

6. How many internal customers will be using the system. (IV.A.2. Internal Facing Web Portal/Data Dashboard)

Answer: Twenty-one (21) internal customers will be using the system.

7. Will the mobile app be expected to work offline as well as online? (IV.A.4. Mobile Data Collection Application)

Answer: Yes, the mobile app will be expected to work offline as well as online.

QUESTIONS 5

Section	Question
Section IV.A	1. Please provide user details, such as: <ul style="list-style-type: none"> • How Many Users will be supported? • Mobile Users vs. Web Users?
Section IV.A	2. Can you describe the data in-scope for this engagement? <ul style="list-style-type: none"> • Number of data sources • Estimated data columns • Examples available? Data structure (sanitized) and/or Reports
Section IV.A	3. Do you have a preferred Cloud Platform?
Section IV.A	4. Are there any cloud service vendors preferred by the Fish and Game agency/IT?
Section IV.A	5. Can you provide a detailed business requirements document that includes personas, user stories, success criteria, etc?
Section IV.A	6. Is there a document that provides specifications for the standardized fisheries monitoring data that will be collected via the transponder readers as well as the anticipated amount of data collected during a typical collection cycle?
Section IV.A	7. Can you provide the existing data sets (or examples) that are included in this solution – including historical data entry?
Section IV.A	8. Can you please describe the “Data Approval” workflow process mentioned in IV. Specifications, A. Detailed Scope of Work, Item 2?
Section IV.A	9. What types of graphical representation is anticipated for IV.A.3.ii?
Section II.C	10. What contract vehicles are expected (GSA, Texas DIR, NASPO, etc)?
Section IV.A	11. For the Mobile Application, will the device be in an “always connected” state, or will the data collected from the monitors require to be stored on the device until such time as it can be uploaded to the solution?
Section IV.A	12. Will the Mobile Application be used solely for data collection, or will the Portals/Dashboards be accessible via Mobile as well?

Answers 5:

1. The system needs to support twenty-one (21) users. Both the mobile platform and internal web platform needs to support twenty-one (21) users.
2. Data is stored within multiple Microsoft Access Databases and Excel spreadsheets. Data is collected on an annual basis using standardized paper datasheets. The number of columns is highly dependent on the final structure of the database and is currently unknown. FMD will provide datasets and databases to the selected contractor.
3. There is no preferred cloud platform.
4. No preference.
5. No, none are available.
6. No documentation exists. Contractor will need to work with FMD to develop the necessary application to collect field data. The anticipated amount of new data is approximately 10 MBs per year.
7. Existing datasets will be provided to the contractor once selected.
8. Data that is to be included and viewable in the external facing web portal will need to be approved by internal biologist before it is included in the external facing web portal.
9. Simple graphical visualizations showing size of fish by species and waterbody collected during monitoring efforts. Most likely bar plots.
10. Sample contract is attached to the RFP.
11. Work often occurs in locations without cell service, so the mobile application will have to function while offline. The application must be able to back up the data to an external device like an SD card until it can be synced with the database.
12. The mobile application will be used solely for data collection.