



Kay Ivey  
Governor

# ALABAMA DEPARTMENT OF TRANSPORTATION MAINTENANCE BUREAU

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John R. Cooper  
Transportation Director

December 30, 2024

## NOTICE OF NEED FOR SERVICES

**TO:** Consultants

**FROM:** George H. Conner, P.E.  
Deputy Director, Operations

**RE:** Project: Permitting System Development and Implementation

The Alabama Department of Transportation is seeking consultant services on the referenced project. Attached is a "Notice of Need for Services" containing the scope of work and evaluation items. Qualified firms are being asked to express their interest regarding this project. Firms expressing interest should be fully capable of providing all documented end results.

The purpose of this inquiry is to determine the interest or non-interest of your firm in providing the professional services required by the scope of work. Following receipt of responses, ALDOT will shortlist firms for further consideration.

Your response to this inquiry should be in the form of a proposal-type response that addresses the points listed in the evaluation portion of the Notice of Need for Services. **Your response must be limited to a maximum of twenty pages (appendices excluded from page count).**

Failure to receive a response by the deadline indicated and in the manner indicated will be considered as "no interest."

## NOTICE OF NEED FOR SERVICES

Notice is hereby given that the Alabama Department of Transportation (ALDOT), Maintenance Bureau, 1409 Coliseum Boulevard, Montgomery, Alabama 36110, is requesting proposals from all firms interested in performing services outlined in the following scope of work.

### SCOPE OF WORK

ALDOT desires to develop and implement a permitting management software solution to assist with outdoor advertising permitting, right-of-way permitting, and junkyard permitting. The scope of work will include the implementation and integration services necessary to fully deploy the software in a hosted environment for ALDOT.

At a minimum, the proposed software solution must meet all mandatory functional and technical requirements provided in **Attachment A**. Proposers must submit a completed system requirements matrix as **Appendix A** of their submission to be considered responsive. Implementation services for this effort will include, but not be limited to:

- Configuring the software solution to meet ALDOT's requirements
- Training ALDOT project team members and ALDOT's permitting management consultant on the proposed solution
- Providing off-the-shelf training material for use by ALDOT and its permitting management consultant in developing and delivering ALDOT-specific training
- Developing and testing any required customizations to meet mandatory requirements
- Developing and testing required interfaces
- Developing and testing data conversion routines
- System testing
- Assisting with ALDOT's planning and execution of user acceptance testing
- Supporting a pilot implementation rollout
- Leading the production go-live and providing production support for up to six (6) months following go-live of the new system
- Providing necessary project management services during the implementation effort

## MINIMUM MANDATORY REQUIREMENTS

To be considered responsive to this notice of Notice of Need for Services, a firm must demonstrate the following:

1. The proposed solution must be a commercially available software application.
2. The proposed solution must have been successfully implemented for two (2) public agencies with similar size and scope. ALDOT averages approximately 4,000 total permit applications per year across ROW permitting, outdoor advertising management, and junkyard licensing.
3. The proposer must provide reference letters from the two public agencies noted above.
4. The proposer must be able to provide software as a service (SaaS) pricing for ten years from the date of implementation.
5. The proposed solution must have a mobile component that can be used by field staff through phone, tablet, and laptop-based interfaces, at a minimum for Apple iOS, Windows, and Android platforms.
6. The proposed solution must be able to support bidirectional integration with ALDOT's geographic information system (GIS) data from both ALDOT and external sources.
7. The proposer must provide an implementation plan that includes level of effort for ALDOT staff.

## PROPOSAL FORMAT

Qualified firms must submit a proposal that addresses, at a minimum, the following topics:

### 1. Understanding of the project and ALDOT's need

- a. Provide an overview of your understanding of permitting processes in a DOT for each permit category and associated best practices as they relate to ALDOT's requirements.
- b. Describe why your firm is best suited for ALDOT's proposed effort.
- c. Demonstrate experience with DOTs or similar agencies.

### 2. Overview of the proposed team and project experience

#### a. Firm and Team

- i. Provide a profile of company, including years in business, office locations, number of employees, proposed project team, and experience.
- ii. Identify any/all subcontractors that may be used on this project and the expertise/capability they will provide.
- iii. Explain if the proposer is the owner of the software being proposed or a legally authorized distributor.
- iv. Provide an organizational chart for proposed team.

- v. Provide proposed key personnel and describe their roles on this project. Align experience for each team member with their proposed role. At a minimum, this should include Project Manager, Senior Subject Matter Experts, and Training Lead.
- vi. Provide availability for proposed key team members for the duration of the proposed schedule.
- vii. Resumes for key team members can be provided separately and must be limited to two (2) pages. Resumes will not count against the page limit and can be provided as **Appendix B**.

*b. Experience*

- i. Provide a minimum of two reference projects for public agencies with similar size and scope to this proposed effort, as noted under Mandatory Minimum Requirements, Number 2.
- ii. Provide reference letters for the two projects noted above. Reference letters do not count against the twenty-page limit and can be provided as **Appendix C**. Reference letters must include:
  - 1. Proposer's Project Manager, client name, location, year, and project duration.
  - 2. Project description as it relates to the proposed effort.

**3. Implementation approach and capability**

- a. Explain your project management methodology for development and implementation of the software; provide a proposed timeline. Include details on your firm's quality assurance/quality control (QA/QC) processes and project management approach.
- b. Demonstrate your project implementation and post-implementation support capabilities.
- c. Address the following:
  - i. Your approach to solution discovery and implementation efforts
  - ii. Expected ALDOT involvement and potential level of effort
  - iii. Anticipated development and implementation processes and schedule, identifying the duration of each task
  - iv. Proposed training methodology
- d. Describe your data migration process from existing business systems to the proposed software solution.
- e. Describe your transition approach – how will ALDOT switch over to the new system?

- f. Enterprise technology standards
  - i. Describe your SaaS approach.
  - ii. Describe your disaster recovery plan.
  - iii. Provide your standard Service Level Agreement (SLA) as **Appendix D** to your proposal. The SLA will not count against the page total.

#### **4. Capability of proposed solution**

- a. Discuss how your proposed software can effectively meet ALDOT’s functional and technical requirements.
- b. Demonstrate that your software solution has been sufficiently developed and will meet ALDOT’s requirements.
- c. Discuss which functions of the solution are currently in production versus development.
- d. Describe the configurability of your proposed solution.
- e. Provide additional details on your ability to meet what are considered “mandatory” requirements compared to “important” or “desirable” as defined in Attachment A (ALDOT Permitting System RFP Requirements).
- f. Detail your technology platform.
- g. Describe any value-added functionality.

#### **5. Assumptions**

- a. Proposer must explicitly list all, if any, assumptions made that are believed to be necessary to respond to this proposal.

Proposals must not exceed twenty (20) 8.5 x 11” pages using standard fonts and spacing.

Responses to the ALDOT system requirements matrix—**Appendix A**—must be submitted with your proposal. This Appendix does not count against the page limit.

## PROPOSAL EVALUATION

Proposals will be evaluated in two phases.

**Phase 1** will focus on a review of each firm’s technical response submitted by proposal, as outlined in the table below. A total of 1,000 points are possible for Phase 1 according to the following table.

<b>Phase 1: Detailed Technical Response (1000 Total Points Possible)</b>	
<b>EVALUATION CRITERIA</b>	<b>Points Possible</b>
<b>1. Understanding and Experience (150 points)</b>	
Clear grasp of ALDOT permitting process and best practices	100
Demonstrated experience with DOTs or similar public agencies	25
Reference letters from a minimum of two projects	25
<b>2. Team Structure and Personnel (125 points)</b>	
Roles and credentials of key personnel on project team	75
Recent successes on similarly scoped project experiences	50
<b>3. Firm's Implementation Capability (225 points)</b>	
Implementation approach	100
Project and change management approach	75
QA/QC and Testing plan	50
<b>4. Solution's Capability (500 points)</b>	
Ability to meet mandatory requirements out of the box or with configuration	300
Ability to interact/interface with ALDOT key systems	100
Ability to deliver promised SaaS uptime	25
Querying and reporting capabilities	75

**Phase 2:** Based on ALDOT’s evaluation of the technical responses and discretion, select vendors will be invited to provide a scripted demonstration of their proposed solution and implementation approach leveraging sample data provided by ALDOT. There is no minimum Phase 1 score for a vendor to be included in the short list. We anticipate each proposer’s demonstration will last 1-2 days. Final technical evaluation criteria for the short-listed firms will be provided at the beginning of the Phase 2 evaluation process.

Cost proposals are only due from offerors that are short-listed. Cost proposals will be evaluated in conjunction with the in-person demonstration: the total amount of points allocated to Phase 2 is an aggregate 1,000 points, with in-person demonstrations representing 800 possible points and cost proposals representing 200 possible points. Cost will not be the sole determining factor in awarding any services contract.

The price points assigned to each offeror's cost proposal will be based on the lowest proposal price. The offeror with the lowest proposed price will receive 100% of the price points. All other offerors will receive a portion of the total price points based on what percentage higher their Proposed Price is than the Lowest Proposed Price.

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For example: Lowest Price = \$1,000,000. Proposer A Price = \$1,500,000

Using the formula: *Proposer's Price Points = Lowest Proposed Price/Proposer A Price \* 200*

With this formula Proposer A receives  $1,000,000/1,500,000 * 200 = 133$  points

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ALDOT reserves the right to evaluate price proposals to determine the reasonableness of cost. Should ALDOT determine a price proposal is unreasonable, ALDOT reserves the right to request revised price proposals from short-listed vendors.

When pricing information is provided, it should delineate complete up-front and ongoing costs. Ongoing support and maintenance should be projected out for seven (7) years. Items such as, but not limited to, development costs, license costs, new report/query creation costs, consulting costs, support costs, on-call costs, access costs, hosting costs, third party costs, etc. must be included.

<b>Phase 2: Short-Listed Vendor Demonstration and Cost (1000 Total Points Possible)</b>	
<b>EVALUATION CRITERIA</b>	<b>Points Possible</b>
<b>1. Short-Listed Vendor Demonstration (800 points)</b>	<b>800</b>
<b>2. Cost (200 points)</b>	<b>200</b>
The points assigned to each offeror's cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price.	

## SCHEDULE AND SIGNIFICANT DATES

The schedule set out herein represents the State’s best estimate of the schedule that will be followed. All times indicated are Central Standard Time (CST). If no time is indicated, it is understood to be 4:00 pm. If a component of this schedule is delayed, the rest of the schedule will likely be shifted. The anticipated schedule is as follows:

Posting Date	12/30/2024
Mandatory Pre-Proposal Conference	1/16/2025, 10:00 am
Deadline to Submit Questions	1/17/2025
Official Responses to Questions Posted	1/24/2025
Proposals Due	2/7/2025
Evaluation of Proposals	2/10/2025 – 3/7/2025
Short-Listed Firm Demonstrations and Evaluations	4/7/2025 – 4/25/2025
Anticipated Award	5/9/2025

A mandatory in-person pre-proposal conference will be scheduled for January 16, 2025, at 10:00 am at 1525 Coliseum Boulevard, Montgomery, AL 36110. **Proposal submittals will be limited to those firms that attend the pre-proposal conference.**

## SUBMISSION INFORMATION

The request for proposals will be posted on the ALDOT Procurement Website (<https://www.dot.state.al.us/business/Procurementsupplies.html>), and subsequently on the State Comptroller’s website, on the posting date shown above. All questions must be submitted via email to [permitsrfp@dot.state.al.us](mailto:permitsrfp@dot.state.al.us) by the listed deadline above. Proposal submittal must be submitted to [bids@dot.state.al.us](mailto:bids@dot.state.al.us) as a PDF file by the proposal due date above.

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“It is the policy of the Alabama Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

Firms selected for work by the Alabama Department of Transportation agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of work associated with this project. We expect that all necessary and reasonable steps be taken to ensure that Disadvantaged Business Enterprises have the maximum opportunity to perform contract work.”

# **ATTACHMENT A**

## ALDOT System Requirement Matrix

<b>Tab</b>	<b>Mandatory</b>	<b>Important</b>	<b>Desirable</b>	<b>Total</b>	
0 - General	43	3	1	<b>47</b>	
1 - Interfaces	10	0	0	<b>10</b>	
2 - Review & Approval	40	3	2	<b>45</b>	
3 - Inspection & Acceptance	8	3	0	<b>11</b>	
4 - Recordkeeping	12	0	1	<b>13</b>	
5 - Reporting	6	0	0	<b>6</b>	
6 - Transactions	11	1	0	<b>12</b>	
<b>Total</b>	<b>Total</b>	<b>87</b>	<b>7</b>	<b>3</b>	<b>97</b>
	<i>Percent of total</i>	<b>90%</b>	<b>7%</b>	<b>3%</b>	<b>100%</b>

0: General Technical Requirements		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
0.01	Set standard service level agreement and pricing, with minimum system uptime requirements.	X			
0.02	Establish single sign-in through Microsoft Windows Active Directory.	X			
0.03	Meet latest secure communication protocols—HTTPS and Transport Layer Security (TLS) 1.3 or higher.	X			
0.04	Comply with appropriate International Organization for Standardization (ISO) or National Institute of Standards and Technology (NIST) standards for secure web software and Personally Identifiable Information.	X			
0.05	Provide an Intrusion Prevention/Detection Systems (IPS/IDS) and firewall from any cloud-based provider.	X			
0.06	Share log data with ALDOT Cyber Security Operations group—users logged in, information accessed by users, information exported by users, etc.		X		
0.07	Facilitate IPSec VPN Tunnel to connect to ALDOT network.	X			
0.08	Allow password-protected data entry, retrieval, and manipulation from remote laptop or mobile into ALDOT-hosted network.	X			
0.09	Make fully compatible with all major industry-standard Internet browsers—Chrome, Edge, Firefox, etc.	X			
0.10	Provide cross-platform functionality—Microsoft Windows, Apple MacOS, iOS, Android, etc.	X			
0.11	Provide general compatibility with Microsoft 365.	X			
0.12	Enable notifications within Microsoft Teams.		X		
0.13	Enable disconnected/offline functionality.	X			
0.14	Provide capability to use application and database integration technologies—web services, Extract, Transform, and Load (ETL) tools (e.g. Structured Query Language (SQL) Server Integration Services), or other comparable technologies, current and future.	X			
0.15	Provide capability for ALDOT to read system data through web services, direct data access, or ETL to query and copy data for system-external analysis and reporting.	X			
0.16	Enforce data integrity throughout application and at the database level with primary and foreign keys, database constraints, and database-level business rules.	X			
0.17	Enable live data validation by an application user through informative error messaging, solution/help suggestions, and smart data entry formats during data entry and final validation by authorized personnel according to business requirements.	X			
0.18	Make all fields throughout system searchable.	X			
0.19	Restrict data entry based upon user criteria or previous data fields through ALDOT-configurable application drop-down lists, lists of values, etc.	X			
0.20	Ensure all data is hosted and maintained in the United States of America.	X			
0.21	Accommodate unlimited concurrent users (ALDOT/applicant), with allowance for multiple aliases based on user role.	X			
0.22	Allow for user-level application access management, with defined roles/responsibilities, maintained by a system administrator.	X			
0.23	Establish multiple ALDOT-defined user security levels.	X			
0.24	Provide configurable error logging to enable troubleshooting.	X			
0.25	Create intuitive, user-friendly Graphical User Interface (GUI)—tailored to different user groups.	X			
0.26	Provide user dashboard (configurable), available on sign-in, with alerts/notifications of required action(s), based on user role and profile.	X			
0.27	Provide in-application support and troubleshooting structures.	X			
0.28	Ensure reasonable load/processing times for forms, reports, queries, individual updates, batch updates, and other processes.	X			
0.29	Develop integrated user education and guidance for application use.	X			
0.30	Produce comprehensive user manual, including screen illustrations with instructions and step-by-step training for teaching non-technical operators and administrative personnel.	X			
0.31	Produce training materials; customizable, usable, and uploadable to ALDOT's training portal (Learning Management System)	X			
0.32	Provide the ability to back up data on a set cycle.	X			
0.33	Track the history associated with rule configuration changes.	X			

0: General Technical Requirements		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
0.34	Be available to applicants and ALDOT staff both during and outside of business hours, with the exception of scheduled maintenance or internet outages.	X			
0.35	Follow security protocols to protect cardholder data and comply with the Payment Card Industry (PCI) Data Security Standard.	X			
0.36	Track contact information associated with counties and local municipalities.			X	
0.37	Allow System Admin User/Superusers to apply rules and restrictions based on a specific date or date range.	X			
0.38	Allow a applicant to access and edit their information.	X			
0.39	Allow the applicant to save their work on a partially complete permit and return at a later time.	X			
0.40	Support ad hoc search capabilities by permit characteristics, defined by user role.	X			
0.41	Allow System Admin User/Superusers to set the priority of a permit request in the queue, moving it up or down in the queue.	X			
0.42	Identify monthly or annual permits requiring renewal, and send a renewal notice to the appropriate contact(s).		X		
0.43	Generate a unique identifier for each new account.	X			
0.44	Maintain a history of changes to an account (e.g., name change or address change).	X			
0.45	Provide users and applicants with a visual indication of data entry fields that are mandatory.	X			
0.46	Maintain data and session integrity when users view multiple system windows simultaneously.	X			
0.47	Scan all external file transfers for viruses before accepting them into the data repository.	X			

<b>Total Requirements:</b>		<b>47</b>
<b>Mandatory:</b>		<b>43</b>
<b>Important:</b>		<b>3</b>
<b>Desirable:</b>		<b>1</b>

1: Direct electronic interaction with the system by the Applicant		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
1.01	Accommodate individual User accounts—with unifying Company accounts, where required—to control access and create and manage Permit Applications.	X			
1.02	ODA: Allow Users to access and manage all users connected to a Company account.	X			
1.03	Create Submission Wizard, using questions to direct Applicant to correct background Permit Application "form" to collect required information.	X			
1.04	Collect location data as part of submission through connection to Geographic Information System (GIS) using either coordinate, path, or polygon boundary input or map-based placement of points, lines, and polygons with ability to fine-tune locations with known coordinate data.	X			
1.05	ODA: Collect site information, including zoning, qualifying business, etc. in Wizard.	X			
1.06	ODA: Collect Application Fee, use account(s) to facilitate Renewals.	X			
1.07	Provide links, based in [ALDOT Internet], to Manuals, FAQs, Guideline Summaries, Rules and Regs, Codes, Glossary of Terms, etc.	X			
1.08	ODA: Facilitate parcel data comparison.	X			
1.09	Enable System Admin User/Superusers to add permit types and attributes without having to update programming code or compiling any software.	X			
1.10	Interface with electronic document management system.	X			

**Total Requirements: 10**

<b>Mandatory:</b>	<b>10</b>
<b>Important:</b>	<b>0</b>
<b>Desirable:</b>	<b>0</b>

2: Electronic review, processing, and approval by ALDOT		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
2.01	Route Permit Applications to appropriate District based on location information entered by Applicant.	X			
2.02	Define process based on ALDOT-configurable Levels of Review and Approvals structure, for each category of permit.	X			
2.03	Link Internal Users to Role/Level and single shared email by Level.	X			
2.04	Facilitate Completeness Review that leads to record creation, assigns Permit No., and launches Review.	X			
2.05	Allow grouping of Permit Applications within workflow, based on proposed work.	X			
2.06	ODA: Assign Sign ID (unique to Structure) and Permit No. for processing.	X			
2.07	Provide either Tracking No. or Permit No. to external Users.	X			
2.08	Request establishment of specific Performance Bond as part of initial processing.	X			
2.09	Facilitate multi-stage review process, notification of recommended actions, and final approval.	X			
2.10	Allow GIS data editing as part of revision, correction, etc.	X			
2.11	Toll Formal Review timeline if marked Incomplete or Revision (with required comments/reasoning).	X			
2.12	Separate internal comment/communication structure from external comment structure.	X			
2.13	ODA: Toll in accordance with Code requirements.	X			
2.14	ODA: Generate printable, configurable letters to fulfill Code requirements.	X			
2.15	Enable electronic signatures and approvals-by-proxy. [Consult Legal Bureau for legal function]	X			
2.16	ODA: Assign Sign Tag ID upon approval.	X			
2.17	Allow the ALDOT User to request supplemental information from the requester as part of the workflow.	X			
2.18	Allow the ALDOT User to accept/deny the attachment of documentation to the permit.	X			
2.19	Allow System Admin User/Superusers to set up rules that require a specified attachment to the permit.	X			
2.20	Allow the applicant to load their information from a previously issued permit as a starting point for a new permit request.			X	
2.21	Enable applicants to withdraw a permit after submittal, prior to review.			X	
2.22	Enable applicants to revise and resubmit a previously disapproved permit application.	X			
2.23	If applicants replicate rejected permit applications and modify them for resubmittal, the system shall associate the replicated application with the rejected application.	X			
2.24	Enable System Admin User/Superusers to undo or remove a permit application entered in error.	X			
2.25	Enable System Admin User/Superusers to create a workflow for each permit work type.	X			
2.26	Enable System Admin User/Superusers to terminate a workflow.	X			
2.27	Enable System Admin User/Superusers to assign one or more users or roles to an activity associated with a workflow.	X			
2.28	Enable System Admin User/Superusers to define alerts associated with an activity within a workflow.		X		
2.29	Enable System Admin User/Superusers to define the rules describing the work to be performed for an activity within a workflow.	X			
2.30	Enable System Admin User/Superusers to define time thresholds or parameters for each activity within a workflow.	X			
2.31	Notify System Admin User/Superusers when no users or roles have been assigned to an activity within a workflow.	X			
2.32	Provide an electronic work queue ('inbox') capability of assigned work for each System Admin User/Superuser.	X			
2.33	The electronic work queue capability shall enable multiple options for sorting and filtering views of assigned work.		X		
2.34	Enable System Admin User/Superusers to reassign work based on roles.		X		
2.35	Enable System Admin User/Superusers to view the current progress of an individual work item.	X			
2.36	Allow ALDOT to custom specify priority of select permit or permits.	X			

2: Electronic review, processing, and approval by ALDOT		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
2.37	Enable authorized business users to modify business rules without the need for software application changes.	X			
2.38	Enable System Admin User/Superusers to query and report existing business rules.	X			
2.39	Provide an audit trail of business rule changes by date.	X			
2.40	Enable System Admin User/Superusers to delete permit-related documents.	X			
2.41	Allow for amendments, addendums, or time extensions for approved permits.	X			
2.42	Facilitate simultaneous review and recommendation among roles within a workflow step.	X			
2.43	Enable System Admin User/Superusers to correct any data field within the system.	X			
2.44	Allow System Admin User/Superusers to upload supporting documentation (e.g. required site photos, resolutions, hydrologic studies, traffic impact studies, etc.) to attach to a permit application or application record.	X			
2.45	Allow applicants to upload supporting documentation (e.g. required site photos, resolutions, hydrologic studies, traffic impact studies, etc.) to attach to a permit application.	X			

<b>Total Requirements:</b>		<b>45</b>
<b>Mandatory:</b>		<b>40</b>
<b>Important:</b>		<b>3</b>
<b>Desirable:</b>		<b>2</b>

3: Inspection and Acceptance of completed work		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
3.01	Develop mobile functionality, specifically to complete field inspections, etc.	X			
3.02	ODA: Allow post-construction sign survey, with pictures as required.	X			
3.03	Facilitate electronic notification by Applicant of onset and completion of work.	X			
3.04	Facilitate as-built submission or status confirmation by Applicant prior to Acceptance.		X		
3.05	Allow final confirmation and lockdown of GIS data based on inspection and as-builts.	X			
3.06	Perform restriction analysis for any selected ROW and indicate any potential ROW restrictions.	X			
3.07	Provide auto notification (via e-mail) of updated restrictions on ROW proposed to be used by applicant when the permit is still valid and a new restriction is identified or imposed.	X			
3.08	Enable System Admin User/Superusers to add a temporary ROW restriction on any public road.		X		
3.09	Enable System Admin User/Superusers to view restrictions and road information along a proposed ROW.	X			
3.10	If new restrictions are entered after a permit is issued, the system shall alert all affected permit holders.	X			
3.11	Allow System Admin User/Superusers to add conditions to a permit by using the list of pre-set conditions. The user can use them as they are written or edit them for the permit.		X		

**Total Requirements: 11**

<b>Mandatory:</b>	<b>8</b>
<b>Important:</b>	<b>3</b>
<b>Desirable:</b>	<b>0</b>

4: Electronic integrated recordkeeping		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
4.01	Autocompile and upload record to ALDOT electronic document management system—using ROW, ODA, and Junkyard specific forms—and a server-side Archive upon final Acceptance OR Autocompile upon final Approval and recompile and overwrite upon Acceptance and with As-Built.	X			
4.02	Establish application-internal version control: Application (Original and Revised), Approval, Acceptance.	X			
4.03	ODA: Link Sign Permit and site pictures, etc. tied to Map location record.	X			
4.04	ODA: Track and allow modification of Sign Status.	X			
4.05	ODA: Track Sign Status through time.	X			
4.06	Track expiration of and/or condition of work related to Bonds and notify Internal Users for release.	X			
4.07	Provide the ability to catalog and track all permit-related documents, images, and files.	X			
4.08	Provide the ability to retrieve and view supporting documentation provided by applicants or permit holders.	X			
4.09	Provide an audit trail for each document, including activity (uploaded, modified), activity date, source, and user.	X			
4.10	Log each electronic notification sent to a applicant, including a description of what was sent, to whom it was sent, and the date it was sent.	X			
4.11	Import existing permit data for permits requiring renewals.	X			
4.12	Facilitate access to permitting records from previous systems.			X	
4.13	Track financial documentation, originating outside the system, requiring periodic renewals.	X			

<b>Total Requirements:</b>		<b>13</b>
<b>Mandatory:</b>		<b>12</b>
<b>Important:</b>		<b>0</b>
<b>Desirable:</b>		<b>1</b>

5: Ad-hoc Reporting		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
5.01	Create internal reports, using standard reporting tools, as tables, graphs, etc.—Bonds (ROW), Renewals (ODA), Paid/Unpaid Licenses (Junkyard), processing time, work type, etc.	X			
5.02	Create external reports, through User account(s), for permit status, etc.	X			
5.03	Issue permits in PDF format.	X			
5.04	Enable System Admin User/Superusers to view and print any permit.	X			
5.05	Automatically generate predefined reports according to automated workflows.	X			
5.06	Provide a permit application timeline report, which will include total review time, cumulative ALDOT review time, and cumulative applicant review time.	X			

**Total Requirements: 6**

		<b>Mandatory:</b>	<b>6</b>
		<b>Important:</b>	<b>0</b>
		<b>Desirable:</b>	<b>0</b>

6: Receipt of Monetary Transactions		Importance			Comments
		Mandatory (M)	Important (I)	Desirable (D)	
6.01	Facilitate collection, holding, and release of non-Surety Bonds	X			
6.02	Accommodate third-party vendor for payment processing (specifically credit cards)	X			
6.03	ODA: Collect permitting Fees	X			
6.04	ODA: Collect renewal Fees, preferably in bulk from Company account	X			
6.05	Junkyard: Collect License Fees	X			
6.06	Allow System Admin User/Superusers to apply different fees to individual predefined (template) permits, such as a \$0.00 fee.	X			
6.07	Prevent a permit being issued until payment has been received.	X			
6.08	Support the issuance of a refund to a credit card account.	X			
6.09	Prevent the submission of duplicate payments for the same fee.	X			
6.10	Enable applicants to pay multiple permit fees with a single transaction.	X			
6.11	Associate the unique fee receipt number with each permit record to which the payment applies.	X			
6.12	Provide the ability to distribute revenue amounts to ALDOT fund accounts based on the permit type and the fee schedule.		X		

**Total Requirements: 12**

<b>Mandatory:</b>	<b>11</b>
<b>Important:</b>	<b>1</b>
<b>Desirable:</b>	<b>0</b>