

## NJEIT SOFTWARE COMPONENT OUTSOURCING RFP QUESTIONS & ANSWERS

1. **Resource questions: is this an on-site requirement?** If remote, is there any issue, if for some reason, the resources for the project need to work from home? (recognize E.O. 129 – our resource for this project will be physically from the state of NJ.)

Resources are not required to be on-site though preferred. If working remotely, they must be located within the United States. US Citizenship or Permanent Residency is preferred, but not required. Fluent English speaking resources are required. Offshore resources are not permitted.

2. **Specific project questions: file export of datasets**

RFP says requires running scheduled or manually requested batch jobs

- a. Will the end users run a web report (based on certain criteria) and then export to a desired format from the web report?

The dataset will be generated with our existing application; the dataset will be sent in a JSON format via an API request the software component to be generated into a file.

- b. Our understanding is that the end-user should be able to schedule the export (with the criteria) and have that create the excel at a user-defined schedule – will the exported report get emailed to them or show up in a web page / dashboard?

The scheduling of the dataset generation will be done within the current application; it is not in the scope of the component to be developed by the contractor.

- c. Manually requested batch jobs – who will create these batch jobs? Can you give us an example of such a job?

The manual request of the dataset generation will be done within the current application; it is not in the scope of the component to be developed by the contractor.

3. RFP discusses the input dataset formats

- a. Who will input the data? Will the end user that exported, manipulated the data, input that back to the database? If that is the case, how is the data integrity managed? Is there an audit of the data change required?

The data is an export of the data from the in-house application in JSON format. Data integrity and auditing is managed by the in-house application.

4. RFP says require an API

- a. This assumes there will be access to the back-end database and so APIs will be presented (or have to be written) to access the back-end database?

An API will need to be written for the current in-house application to access the functionality of the component.

- b. And/or the export will be built as a plug-n-play service (using SOA) and can be used by different modules and systems. Is this correct?

Correct. The export will be built as a plug-n-play service that can be used by different modules and systems.

**5. Optical character recognition:**

- a. Will the documents be added to the OCR bucket by a person or a process?

It will be uploaded and added to the OCR bucket through a process with the existing in-house application.

- b. Is the search/retrieval of the documents a part of the scope as well (searching for words within the OCR-ed documents)?

No. The searching of the document will be done through Adobe Reader at the end users discretion after the OCR'd file is uploaded.

6. From the information provided, we would benefit from a much greater understanding of the entire scope and end state to be supported. More insight into your architecture would also be beneficial and necessary in order to provide the level of detail NJEIT would want to review. As an example, you discuss API integration but with what? There are many more open ended questions which more information could satisfy.

The software platform is built upon AWS as the infrastructure with a LAMP technology stack. The API integration will allow for the current in-house application to communicate with the software component that the firm will be developing. All data that the software component will be processing will come from the current in-house application. The software component will not have access to the existing production resources (i.e. databases, source code). It can, however, use a database for its own purposes.

7. We have a distributed model thus all of our talent work remotely. We have some of the world's top organizations all working with us so we have no doubt our work together will be successful. We just want to avoid going through this effort if onsite is a requisite to be hired?

Resources are not required to be on-site though preferred. If working remotely, they must be located within the United States. US Citizenship or Permanent Residency is preferred, but not required. Fluent English speaking resources are required. Offshore resources are not permitted.

8. Is having public sector experience a requisite? We work with the US Dept. of State and multiple universities including MIT and others however public sector work is not our largest area. Again, is this a requirement?

Public sector experience is preferred, though it is not a requirement.

9. Employee information report - we do not have statistics for our <5,000 person organization. Will this be a preclude us?

No.

10. The emergency prepared statement is mentioned in the RFP but appeared to be missing.

Emergency preparedness statement is something that the firm should be providing to us.

11. Section 2 states: "all source code and

documentation must be submitted to the njeit and will remain the property of the njeit". Does this requirement apply to third-party software that is used (licensed) as part of the software component being developed?

Yes. The licensing agreement for any third-party software or libraries must allow for the NJEIT to be the owner for all source code and documentation indefinitely.

12. Section 2b includes that the OCR Component needs to be scalable capable of OCR a minimum of 20 documents simultaneously cluster of 2 servers with capability to add additional server computing resources to increase processing capability beyond 20 documents simultaneously on 3 or more servers. Please provide additional information on the scalability requirements, including size/number of pages of document.

Scalability requirements are that the application needs to be able to be deployed on 3 or more servers to work in a load-balancing environment. This environment will be or closely mirror the Amazon Web Services Elastic Beanstalk environment. Server instance sizes will be a t2. medium or equivalent. The PDF document that needs to be OCR'd can be over 1,500 pages with a file size of 500MB or more.

13. Please provide excel input format examples for section 2a. what are the largest and average input file sizes?

For sample input, refer to attached document "Project List (JSON).txt".

For sample output, refer to attached document "Project List (Excel).xlsx".

Average JSON input will be 500KB. Largest JSON input will be 5MB.

Average Excel file output will be 150KB. Largest Excel output will be 3MB.

14. Section 2a includes the requirement that the component be able to process 100 requests/second. Please provide additional information on this requirement, including request formats and average output file size.

For sample input, refer to attached document "Project List (JSON).txt".

For sample output, refer to attached document "Project List (Excel).xlsx".

Average JSON input will be 500KB. Largest JSON input will be 5MB.

Average Excel file output will be 150KB. Largest Excel output will be 3MB.

Processing of 100 requests/second on 2 node cluster (AWS EC2 t2. medium instance equivalent) will be benchmarked on an average JSON input of 500KB of data and output of 150KB.

15. For the components identified in 2a and 2b, how much integration with existing NJEIT code will be required by the vendor? Is the vendor simply to provide the component as a stand-alone API, or will the vendor be required to modify existing NJEIT software for the component to be utilized?

No integration with existing NJEIT code will be required by the vendor. The component will be integrated through a standalone API interface that the existing NJEIT application can consume.

16. Are there any requirements to develop the software components in a specific technology?

No. If the software components can integrate through a web service API, no limitation on technology.

17. On NJEIT website, you identify J&J Staffing Resources as your NJEIT contractors' advisor. Will J&J Staffing Partners be allowed to bid on this RFP?

This project is out of the scope of the service that J&J provides to the NJEIT.

18. Can you please provide access to the codebase of the software that the modules should be added to? This will help us understand the overall code quality and integration points and provide a more accurate estimate.

The 2 software components are meant to be standalone applications that are interacted through a web service API with the in-house application, and as such, should not require access to the codebase.

19. Would it be possible for NJEIT to demonstrate the current solution to us?

The 2 software components requested have no current implementation.

- 20.** Have you considered using 3<sup>rd</sup>-party libraries to implement the modules, e.g., for OCR? Are there any rules/limitations that should be applied to 3<sup>rd</sup>-party libraries used to build the modules?  
3<sup>rd</sup> Party Libraries can be utilized. However, the licensing agreement of the library cannot prohibit the NJEIT from complete ownership of the code free from copyright and intellectual copyright infringement.
- 21.** Resource allocation: Do you consider offshore resources or should all people working on the project be US citizens?  
Resources are not required to be on-site though preferred. If working remotely, they must be located within the United States. US Citizenship or Permanent Residency is preferred, but not required. Fluent English speaking resources are required. Offshore resources are not permitted.
- 22.** Should the vendor selected for the project be ITAR compliant?  
Not necessary to be ITAR compliant.
- 23.** Do we understand it correctly that the proposal should include a full spectrum of services including quality assurance and business analysis?  
Should include QA for the component being built. No business analysis is to be undertaken.
- 24.** Payment processing and IP rights: Our standard policy is that all IP rights are transferred to a client upon full payment for the project. Please confirm that is applicable.  
Yes.
- 25.** Is there an estimated not-to-exceed budget for this contract?  
Yes, however that number is for internal confidential use only.