

Supplement One SWIMS Functional & Technical Requirements

This section describes the technical and functional requirements for the Surface Water Information Management System (SWIMS) project.

Offeror must complete the “Capability Assessment” column for each requirement, and add “Offeror Comments” to further qualify the response. Simply checking a specific box for an answer is not considered sufficient enough to distinguish one offeror from another. Please be robust in your response describing how your solution meets each requirement.

SWIMS FUNCTIONAL & TECHNICAL REQUIREMENTS

Supplement One – Functional and Technical Requirements is being provided as a Microsoft Word document through the State’s Procurement Website as a convenience for responding to the RFP. **The Supplement format and content must not be modified.** If the requirements are modified, reformatted or omitted, the offeror’s response may be disqualified.

For each requirement documented in the RFP the offeror must provide a detailed narrative description of its solution. The offeror must also provide a summary of any COTS products that will be used to meet the requirements. For each requirement identified, the offeror must indicate how the requirement (functional or technical) is delivered by checking one of the following boxes in Supplement One:

Out of the Box: Requirement will be fully met with out-of-the-box functionality that can be presented for business use with minimal effort beyond turning a feature “on” or “off” (e.g., built in processes, rules or reports).

Configuration Required: Requirement will be met with functionality that can be presented for business use after modifications utilizing the software configuration tools. This would include managing or creating new business rules or process flows via tools provided as part of the proposed COTS software.

Customization Required: Requirement will be met with functionality that can be presented for business use only after a new module or plug-in is developed. Modules or plug-ins would be created in a programming or scripting language and leverage low level application infrastructure such as API’s, messaging, integration technologies, or services to exchange data or execute logic within the COTS solution. This would also include any updates the software vendor would make to the core code as part of a future release or service pack.

Not Available: Requirement will not be met as part of the offeror’s proposed solution.

Offeror Comments / Narrative: The offeror should use this column for narrative and/or additional comments as applicable.

Priority: On a relative scale, this represents how critical the requirement is deemed to be in meeting key objectives of the ECM Project by the Ohio EPA stakeholders.

- “1” = Low
- “2” = Medium
- “3” = High
- “4” = Most Critical

All the specifications given in this RFP for equipment and other system elements are minimum system requirements. The offeror may recommend features or other elements in excess of the minimum but must clearly identify them as such, provide the rationale behind the recommendations, and explain how they will benefit the State. The recommendations may not result in additional evaluation credit being given.

SWIMS – FUNCTIONAL REQUIREMENTS

Section 1: User Experience & General Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
User Experience Requirements				
1.1	The proposed software solution shall provide an easy to use interface. This would include, but not be limited to: <ul style="list-style-type: none"> a. conventional web navigation; b. data validation upon data entry; c. search dropdowns and pick lists; and, d. automatic updating of industry standard lists (like Standard Industrial Classification and North American Industry Classification System codes). 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.2	The proposed software solution shall allow Ohio EPA staff to have complete or partial access to the system from a remote location, utilizing a desktop computer, a laptop computer, or an enabled mobile device (e.g. tablet, mobile phone), in conformance with Ohio Environmental Protection Agency (EPA) Information Technology Services (ITS) and state of Ohio Office of Information Technology (OIT) standards and requirements.	2	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.3	The proposed software solution shall provide an appropriate archive scheme in order to efficiently use disk space.	2	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.4	The proposed software solution shall provide data validity and accuracy. Examples of relevant scenarios include: <ul style="list-style-type: none"> a. reducing a pick list to only the relevant choices given prior data; b. auto updating industry codes; c. selecting relevant Ohio EPA staff names or facility representative from a pick list; d. selecting a facility from a pick list; e. selecting a date from a pick list; and, f. selecting units of measurement from a pick list. 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.5	The proposed software solution interface shall enable all interactions and input to be discoverable and chosen from a hierarchical structure, arranged in order of the functions the user needs to perform.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.6	The proposed software solution shall accomplish data entry with the fewest possible keystrokes.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.7	The proposed software solution shall be clear in its interface and messages why the program does what it does.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.8	The proposed software solution shall have error handling features without losing progress or data entered to the point at which the mistake occurred. The software shall support multiple levels of undo.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.9	The proposed software solution shall support drag and drop for copy and paste functions.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.10	The proposed software solution shall provide multiple methods to invoke a given function (e.g., menu, right-click, keyboard, and mouse).	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.11	<p>The proposed software solution shall, at a minimum, allow the user to sort data on:</p> <ul style="list-style-type: none"> a. category (hierarchical by function); b. alphabet (by inherent identifiers or assigned keywords or full-text); c. number; and, d. date (history). 	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.12	The proposed software solution shall include a search feature available throughout all main windows and pages. The search function shall search through all popular indexes. The search results shall redisplay the search invocation feature.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.13	In the proposed software solution, software level changes made by appropriate administrative staff shall be able to be applied to multiple objects, not just one at a time.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.14	In the proposed software solution, data displayed in tables shall be sortable by column. The order of sorted columns shall be indicated. Tables of more than 7 rows and more than 50% of the width of the screen shall be provided with row highlighting when the mouse is rolled over the row.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.15	In the proposed software solution, common functions shall be supported by standard Windows/MS Office hotkeys: <ul style="list-style-type: none"> a. F1 for help; b. F5 to refresh; c. Control-S to save; d. Control-P to print; e. Control-X, C, V to cut, copy, paste; f. Control-A to select all; g. Control-click to extend selection/multi-select contiguous; and, h. Hot keys are described on the pertinent menus where the functions appear. 	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.16	In the proposed software solution errors shall be captured. Report all errors at one time, e.g. after user requests validation of the form, such as is currently applied to permit applications in the Division of Surface Water's (DSW) Surface Water Information Management System (SWIMS).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.17	Following Ohio EPA ITS and state of Ohio OIT standard practices and services, the proposed software solution shall allow National Pollutant Discharge Elimination System (NPDES) permit applications and periodic reports to be entered and submitted electronically via the Ohio EPA eBusiness Center web site. The software solution shall ingest the submitted information into the SWIMS database	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.18	The proposed software solution shall provide a web based application through a best practice graphical user interface (i.e. rich internet application with searchable pick lists, filtering pick lists, appropriate preservation of screen data as end user navigates through the system, coherent error messages, etc.).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.19	The proposed software solution shall provide the same look and feel across all system components.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.20	The proposed software solution shall offer full support for Internet Explorer for the Windows platform.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.21	The proposed software solution shall offer full support for Mozilla Firefox browsers for the Windows platform, Firefox and Safari for Apple devices, browsers for supported mobile devices.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.22	<p>The proposed software solution shall have context and field sensitive online help to ensure that the software shall be usable without reading a printed guide:</p> <ol style="list-style-type: none"> The online help shall be context-sensitive to the page, window, or dialog. The online help shall be in HTML pages or a help viewer application. The online help shall respond to the F1 key if feasible. The online help shall provide full text searching. The online help shall provide a table of contents. 	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.23	The proposed software solution shall display error messages in plain English, consistent with the overall user interface design.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.24	The proposed software solution shall provide consistent use of verbiage and visual cues through all application components. This would include but not be limited to: environmental terms, pick list options, titles, logos, and icons.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.25	The proposed software solution shall not disable or disrupt features or performance of other applications or products.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.26	The proposed software solution shall not depend on specific computer settings as defined by state of Ohio OIT Security and Privacy and Ohio EPA ITS standards.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.27	The proposed software solution shall not override any user selected display attributes, such as contrast, brightness, or colors.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.28	The proposed software solution shall provide smart electronic forms, directing and guiding the end user for proper completion and submission of forms.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.29	The proposed software solution shall allow for specific fields to be required, where the end user will not be able to move beyond the screen unless they provide properly formatted data.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.30	The proposed software solution shall have the capability to selectively preserve screen data as the user navigates around the system, such that it can be reused during a session without the user having to reenter information. This should only apply to certain fields (e.g. facility name, facility address). Some information should not be shared between forms. Allow users to select previously entered facility name or facility address, but do not prepopulate the field with that information.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.31	The proposed software solution shall prompt the end user for additional information when needed.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.32	The proposed software solution shall allow for internal users to print a completed, or partially completed, online form such that the form could be received by an alternative delivery mechanism such as U.S. Mail, Fax, or in person.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.33	The proposed software solution shall allow hardcopy submission of applications and forms to be entered into the system by Ohio EPA staff.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.34	The proposed software solution shall allow Ohio EPA staff to enter data via formatted screens.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.35	The proposed software solution shall identify any errors during data entry, including incomplete or invalid information, and notify the user accordingly.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.36	The proposed software solution shall utilize Microsoft Word as the word processing software for all documents (the Microsoft Office suite is the Ohio EPA enterprise business software suite).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
General Requirements				

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.37	The proposed software solution is available as a Commercial Off-The-Shelf (COTS) package, and is not a custom developed solution that is in prerelease or pilot phase.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.38	Discharge Monitoring Report (DMR) data in the current database must be migrated to the new database tables.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.39	The proposed software solution shall support individual NPDES permits, general NPDES permits, indirect discharge permits, Concentrated Animal Feeding Operation permits, Land Management Plans, and sewage sludge NPDES permits.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.40	The proposed software solution shall have the ability to expand to include additional surface water permit types.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.41	The proposed software solution shall allow for the requisite data entry to support the recording and reporting of inspection results.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.42	The proposed software solution shall allow for specific functionality to support many NPDES business flows applicable in the state of Ohio including, but not limited to; online smart permit applications and periodic reports, specific reports that are detailed in the Compact Disc (CD) and the functionality detailed in the Functional Excel Spreadsheets included in the CD. The CD is available upon request by the offeror from the State (see RFP page 7).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.43	The proposed software solution shall provide all the necessary means to track Inbound communications.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.44	The proposed software solution shall provide all the necessary means to track Outbound communications. This would include integration with the Workflow and Alerts and Notifications tied to permit calendars.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
1.45	The proposed software solution shall have the ability to perform searches for specific permits, documents, etc.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.46	The proposed software solution shall accommodate future changes in branding for the system - organization name, titles, colors, and logos - across all system components including on-screen windows and hardcopy reporting.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
1.47	The proposed software solution shall accommodate future changes in industry accepted naming conventions, standards, and codes (e.g. including, but not limited to, North American Industry Classification System and Standard Industrial Classification codes, Integrated Compliance Information System codes).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 2: Facility Tracking Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
2.1	The proposed software solution shall provide the administrative ability (which may be limited to very specific roles) to add, update or delete SWIMS related information about a facility/custom defined area, including multiple addresses and multiple contacts.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
2.2	The proposed software solution shall provide the ability to retrieve from Core Lite/Places, via Place Service (or may require extension of current service), a facility/ custom defined area's Core_Place_ID, Ohio NPDES Permit Number, and USEPA NPDES Permit Number. Core Lite/Places is the Agency core database.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
2.3	The proposed software solution shall provide the necessary mechanism to include and maintain geographic information for facilities/custom defined areas and their monitoring stations.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 3: NPDES Permit Management Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.1	<p>The proposed software solution shall provide the following general steps for the NPDES Program:</p> <ul style="list-style-type: none"> a. Allow facilities to submit NPDES applications online and on hardcopy forms; b. Send a receipt of application email to online applicants; c. Provide validation in online applications to support administrative completeness; d. Review applications for technical completeness; e. Draft NPDES permits and support public notice requirements; f. Issue NPDES permits; g. Support NPDES permit schedule and inspection activities; and, h. Provide data exchange with USEPA Integrated Compliance Information System/NPDES. 	3	<ul style="list-style-type: none"> <input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available 	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.2	<p>The proposed software solution shall provide the following online smart NPDES permit application forms:</p> <ul style="list-style-type: none"> a. NPDES General Permit Notice of Intent Application b. NPDES General Permit Notice of Termination c. NPDES General Permit No Exposure Certification d. NPDES Form 1 General Application e. NPDES Form 2a Application to Discharge Wastewater from a Treatment Plant Treating Sewage* f. NPDES Form 2b Application to Discharge Wastewater from Concentrated Animal Feeding Operations and Aquatic Animal Production Facilities* g. NPDES Form 2c Application to Discharge Existing Sources of Process Wastewater* h. NPDES Form 2d Application to Discharge New Sources of Process Wastewater* i. NPDES Form 2e Application for Facilities that Do Not Discharge Process Wastewater* j. NPDES Form 2f Application to Discharge Storm Water Associated with Industrial Activity* k. NPDES Form 2s Application for Sewage Sludge Use or Disposal* l. NPDES Pretreatment Indirect Discharge Permit Application* m. NPDES Permit Modification Application** n. Ohio Antidegradation Addendum o. NPDES Permit Transfer Application <p>* NPDES Form 1 General Application and Ohio Antidegradation Addendum must be incorporated with these NPDES permit application forms ** Ohio Antidegradation Addendum must be incorporated with this NPDES permit application form</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.3	<p>The online smart NPDES permit application forms listed in 3.2 shall be deployed in the Ohio EPA eBusiness Center, Ohio EPA's federally compliant Cross Media Electronic Reporting Regulation public business portal.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.4	Database tables shall be provided in the proposed software solution to accommodate all data transmitted by applicants on the online smart NPDES permit application forms listed in 3.2, and the data shall be ingested into these tables conforming to state of Ohio OIT and Ohio EPA ITS standards and requirements.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.5	The proposed software solution shall provide Ohio EPA system level administrators access to edit the online NPDES permit application forms listed in 3.2.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.6	The proposed software solution shall provide Ohio EPA system level administrators the ability to save the online smart NPDES permit application forms listed in 3.2 as predefined templates.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.7	The proposed software solution shall incorporate validation in the online smart NPDES permit application forms listed in 3.2 that will customize or prepopulate content based on user responses, identifying all relevant data (forms, text, attachments, etc.) required to ensure a complete and accurate submittal.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.8	The proposed software solution shall pre-populate the online smart NPDES permit application forms listed in 3.2 when an active Ohio NPDES permit number is entered.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.9	<p>The proposed software solution shall provide the following online smart NPDES periodic report submission forms.</p> <ul style="list-style-type: none"> a. NPDES Non-compliance Report for Exceedence of a Daily Maximum Discharge Limit, Bypasses, Upsets, and Sanitary Sewer Overflows b. NPDES Sanitary Sewer Overflow Annual Report c. NPDES Municipal Separate Storm Sewer System Annual Report d. NPDES Concentrated Animal Feeding Operations Annual Report e. NPDES Pretreatment Program Annual Report f. NPDES Pretreatment Industrial Users Periodic Compliance Monitoring Report g. NPDES Pretreatment Generic Baseline Monitoring Report For Categorical Standards h. NPDES Priority Pollutant Report 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.10	<p>The online smart NPDES periodic report submission forms listed in 3.9 shall be deployed in the Ohio EPA eBusiness Center, Ohio EPA's federally compliant Cross Media Electronic Reporting Regulation public business portal.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.11	<p>Database tables shall be provided in the proposed software solution to accommodate all data transmitted by applicants on the online smart NPDES periodic report submission forms listed in 3.9, and the data shall be ingested into these tables conforming to state of Ohio OIT and Ohio EPA ITS standards and requirements.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.12	<p>The proposed software solution shall provide Ohio EPA system level administrators access to edit the online smart NPDES periodic report submission forms listed in 3.9.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.13	<p>The proposed software solution shall provide Ohio EPA system level administrators the ability to save the online smart NPDES periodic report submission forms listed in 3.9 as predefined templates.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.14	The proposed software solution shall incorporate validation in the online smart NPDES periodic report submission forms listed in 3.9 that will customize or prepopulate content based on user responses, identifying all relevant data (forms, text, attachments, etc.) required to ensure a complete and accurate submittal.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.15	The proposed software solution shall pre-populate the online smart NPDES periodic report submission forms listed in 3.9 when an active Ohio NPDES permit number is entered.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.16	The proposed software solution shall provide automatic approval when n NPDES General Permit Notice of Intent Application is submitted to renew an active NPDES general permit notice of intent.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.17	The proposed software solution shall provide automatic approval when an NPDES General Permit Notice of Intent Application is submitted by a Co-permittee or an Individual Lot.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.18	The proposed software solution shall establish a permit renewal due date (e.g. used for renewal noticing). The SWIMS solution shall provide the ability to generate NPDES permit renewal reminder letters automatically at the beginning of each month, to be sent to active NPDES permit holders whose permit will expire in 270 days.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.19	The proposed software solution shall present an organized view of all existing application and permit related documentation to facilitate the work of creating, maintaining, searching, and viewing documentation (a dashboard view).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.20	The proposed software solution shall verify that online submissions contain the correct type and number of forms to support the approval and processing of the submission.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.21	The proposed software solution shall automatically reject submissions that do not provide enough information, through online validations built into the smart form, to support approval and processing of the submission.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.22	The proposed software solution shall automatically reject any submissions that supply an insufficient amount of key customer identification information, through online validations built into the smart form, to the extent that proper customer identity cannot be established.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.23	The proposed software solution shall identify any missing or incorrect information that would prevent further processing of an online form submission through validation procedures within the SWIMS Service before initiating Ohio EPA eBusiness Center Cross media Electronic Reporting Regulation submission process, and notify end user via error message or email notification (whichever would be appropriate).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.24	<p>The proposed software solution shall migrate existing data from the following legacy Ohio EPA Division of Surface Water databases [Note – the data volume is extensive, and the database structures are complex.]:</p> <ul style="list-style-type: none"> a. SWIMS Oracle database tables, b. Storm Water Applicant NOI System SQL Server database tables, and c. Home Sewage Treatment System SQL Server database tables, into the new database tables. 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.25	<p>The proposed software solution shall allow for flexible variations of a periodic schedule for data collection, consistent with Ohio EPA rules, including, but not limited to, the following:</p> <ul style="list-style-type: none"> a. daily sampling; b. weekly sampling that is based on 7 day or a Monday through Friday work week; c. monthly sampling that is based on the whole month including days 29 through 31; d. quarterly sampling that is based on either a specific month within each quarter or a full three month period ; and, e. other time frames easily created by the permit writer but limited to those that can be accommodated by the automated compliance processes federal system, ICIS. 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.26	The proposed software solution shall allow authorized Ohio EPA staff the ability to create, modify, and implement into production any application or permit document template without vendor assistance, conforming to Ohio EPA rules governing change management (CAB) application development practices and standards.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.27	The proposed software solution shall automatically assign NPDES permit numbers and version suffixes – For new permits, generate and assign the next unique Ohio and USEPA NPDES permit number appropriate to that district, permit type, and facility type. For renewals, assign the same permit number advanced to the next permit suffix.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.28	When an administratively complete renewal application is received, the proposed software solution shall allow permit staff to copy the existing permit to the next cycle of the permit. For example, permit 3PA00000*AD would be copied as new permit version 3PA00000*BD, and the new permit document would be automatically updated to reference new permit number. Do not alter the existing permit. Include a process that optionally updates boilerplate language when this renewal process occurs. Also, the system shall automatically identify custom text (i.e. non-boilerplate) so that it can be updated by the user as necessary.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.29	When an administratively complete new application is received, the proposed software solution shall allow permit staff to copy an existing permit with the new NPDES permit number, to build the first version of the new permit automatically. For example, a new permit that will become 3PA00000*AD, would be copied from existing permit 2PA00047*ED. Do not overwrite the existing permit. Include a process that optionally updates boilerplate language when this renewal process occurs. Also, the system shall automatically identify custom text so that it can be updated by the user as necessary.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.30	The proposed software solution shall automatically assign NPDES permit dates – When an NPDES permit is issued, generate default issue, effective, and expiration dates according to Ohio EPA NPDES permit administrative process, but allow user to adjust the dates before issuance. Also, allow administrator to revise these dates within one month of the effective date.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.31	The proposed software solution shall allow NPDES permit schedules to be added to a permit with date specified as either a specific date, or the number of months or days after the permit effective date. If entered as number of months or days, the system will determine the specific date when the permit is issued.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.32	Active NPDES permits that are migrated into the new system must remain functional, meaning eDMR data will continue to be loaded and evaluated for compliance against that permit, permit schedules will continue to be tracked, and required information will continue to be transmitted to the Integrated Compliance Information System/NPDES database.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.33	For active NPDES permits that are migrated into the new system, the permit document must be viewable in the new system.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.34	DMRs and compliance data for active NPDES permits which are migrated from SWIMS must be fully compatible with the new system such that the DMRs can be revised and compliance determinations rerun.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.35	Document template and boilerplate management – Administrative users must be able to create and update document templates for each document type (e.g. permit document, cover letters) and be able to create and update the optional boilerplate text associated with each document type (e.g. NPDES permit document Part II paragraphs). For both templates and boilerplate, the effective period (start and end date) shall be tracked and applied such that only current template or boilerplate can be selected. Also, expired templates and boilerplate shall be maintained as reference and never deleted.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
3.36	The proposed software solution shall allow requirements (e.g. interim limits, permit schedules), stipulated by Director's Final Findings and Orders, be added to an active NPDES permit so that the new requirements supersede the existing during the specified time period in all compliance processes.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.37	The proposed software solution shall allow application of the following special permit limits such that compliance against DMR data is properly evaluated and the permit limits and DMR summary data can be acceptably submitted to the Integrated Compliance Information System/NPDES database: <ul style="list-style-type: none"> a) Tiered Limits (1 and 2 tier) b) Summed Limits c) Net Limits 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.38	The proposed software solution shall support the following functions and processes of the original SWIMS application: <ul style="list-style-type: none"> a) Selectable requirements for general permit limit tables; b) limit basis; c) parameter sets; d) permit templates; e) compliance schedule boilerplate; f) DMR versioning; g) automated compliance; and, h) Preliminary Compliance Review. 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
3.39	The proposed software solution shall generate a set of letters and invoices, detailed on the CD available as information in support of Supplement One. The letters and invoices shall be automated to pre-populate with NPDES permit holder specific information.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 4: Calendar Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
4.1	<p>Maintain a virtual calendar, where all significant events relevant to NPDES permitting can be viewed in a calendar format for various time periods - by Day, Week, and Month. Detail for each event can also be obtained through the calendar view. Examples of significant events that shall be visible in a calendar view would include, but not be limited to, the following: all Workflow events, all facility/ custom defined area inspections, all milestone events related to development and completion of application and permit documentation (Application Received; Permits Public Noticed 35 Days or More and Not Assigned to CO; Permits To CO For Public Noticing; Permits To Issue Final; Supervisor Assigned Draft Permits. Ohio EPA uses Microsoft Outlook.</p>	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
4.2	<p>Provide a calendar view that can be custom filtered by the end user according to event criteria. For example, a calendar view shall have the ability to be filtered according to a combination of: activity type (e.g. inspections), facility/ custom defined area name (or facility/ custom defined area identifier), time period (e.g. by Day, by Week, or by Month), and Ohio EPA staff name. In this example, the end user shall also have the ability to specify multiple activity types, multiple facilities, or multiple Ohio EPA staff, as needed. Ohio EPA uses Microsoft Outlook.</p>	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 5: Workflow, Alerts and Notifications

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
5.1	Provide automated workflow to ensure timely and proper progression of work management tasks, involving Ohio EPA staff permit writers and supervisors as well as representatives of a facility/custom defined area. Specific milestone periods in calendar days exist.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.2	Provide a means to notify Ohio EPA staff and permitted facility/ custom defined area when electronic submittals demonstrate discharges or emissions that exceed limitations. Ohio EPA currently uses an application called Preliminary Compliance Report.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.3	Notify Ohio EPA staff and representatives of a facility/custom defined area for follow up on any compliance next step activities.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.4	Show status of any and all workflow activities, including but not limited to: the name of the person responsible for completing the action, when the action was assigned, when the action is due to be completed, and when the action was actually completed.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.5	Track the progression and status of all stages of Application processing.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.6	Track the progression and status of all stages of Permit processing: development, review, and approvals.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.7	Track the progression and status of all stages of monitoring and inspection activities: discharge reporting, inspection events, inspection results, violations, corrective actions, any proper next steps, etc.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
5.8	Track internal reviews of Ohio EPA Permit related documentation.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.9	Provide capability of assigning tickler dates to alert Ohio EPA staff in advance of any pending due dates or action items.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
5.10	Provide capability of assigning tickler dates in order to alert or notify representatives of a facility/custom defined area in advance of any pending due dates or action items.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	z

Section 6: Compliance Monitoring and Inspections Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
6.1	Provide for data quality assurance and validation of values of submitted data against permit requirements for: completeness of data required to comply with the permit; consistency of environmental monitoring data; and, routine monitoring information including establishing a schedule for submittal of monitoring information.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.2	Schedule inspections and other Inspector required actions.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.3	Provide for entry and management of results from inspection and monitoring activities: single event violations; inspection sampling schedules based on permit criteria; schedule of inspections/sampling for each facility/ custom defined area; history of sampling/inspections by date and results; any significant findings and observations; any other inspector generated data. Develop an input form in the system based on USEPA Form 3560-3 (Rev 1-06, previous editions are obsolete) for use by Ohio EPA staff to enter inspection results into the database.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.4	Include inspection and monitoring events to appear as events in the virtual calendar.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.5	Include inspection and monitoring events to be defined as Workflow items that include Alerts and Notification to Ohio EPA staff and/or a facility/custom defined area as appropriate.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.6	Include inspection results in public reporting.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
6.7	Assign priorities to inspection and monitoring related activities.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.8	Prepare inspection checklist for facility/ custom defined area.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.9	Accommodate the use of remote computing devices to capture and upload inspection data utilizing secure methods for data upload that meet all Ohio EPA ITS and state of Ohio OIT Security and Privacy security requirements. Develop a mobile application for the Apple iPad, based on USEPA Form 3560-3 (Rev 1-06, previous editions are obsolete) for use by Ohio EPA staff to enter inspection information in the field, compliant with Ohio EPA ITS and state of Ohio OIT standards and requirements.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.10	Correctly determine compliance status of permits, or change in compliance status of permits, based on self-monitoring data and inspection findings.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.11	Suggest calculated permit limits using established mathematical formulas, and allow authorized end users to override suggested calculations.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.12	Assemble information on any and all facilities/custom defined areas where any standard for any contaminant has been exceeded.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
6.13	Assess results of corrective actions or return to compliance actions. Provide for entry and management of identified parameters for enforcement (e.g. implement permit limits resulting from enforcement action, gather NPDES specific information for DSW district office enforcement module).	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 7: Interfaces to External Applications Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
7.1	Provide ad hoc reporting capability, and the ability to export data into spreadsheets or databases that can be accessed by other software for statistical analysis (e.g. Minitab, MS Access and MS Excel).	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.2	Allow data to be extracted from the supporting database by ODBC compatible reporting, data analysis, and query tools (e.g. Minitab, MS Access, MS Excel, MS Report Services, SQL Developer).		<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.3	Provide an interface to Integrated Compliance Information System/NPDES via Open Node Integrated Compliance Information System/NPDES Plug-in, as implemented at the Ohio EPA.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.4	Adhere to rules and conventions of maintaining facility/custom defined area information and facility/custom defined area related contact information as defined by Core Lite/Places.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.5	Provide an interface to the Ohio EPA eBusiness Center. The Ohio EPA eBusiness Center is a secure, Cross Media Electronic Reporting Regulation compliant, portal for the submission of permit applications and periodic reports.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.6	Provide an interface to eDMR, a Java/Oracle web application that is used by permit holders to complete and submit DMRs as required by their NPDES permit. Permit discharge monitoring requirements are transferred from the system to eDMR for use in generating blank DMR forms. DMR data files are transferred back across the firewall using Ohio EPA eBusiness Center web services and loaded into the system.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.7	Provide an interface to the Agency electronic document management system, Hyland OnBase.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

7.8	Provide an interface to the Surface Water Enforcement System (SWEATS); a .NET/SQL Server application that is used to track DSW enforcement actions, at the service level of integration (not database level). The system shall provide permit and facility/ custom defined area related information.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
7.9	Provide an interface to WRAPN at the service level (not database level), the Agency public notice management software application, for information to issue a public notice.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 8: Security / System Access Requirements

Web Site Reference:

The Ohio DAS web site referenced below provides additional information regarding State of Ohio Information Technology (IT) Rules, Policies, Standards, Procedures and Bulletins. The additional information may be access via the following web site:

<http://das.ohio.gov/Divisions/InformationTechnology/tabid/79/Default.aspx>

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
8.1	Adhere to the security policies and standards as defined by state of Ohio OIT Security and Privacy and Ohio EPA ITS.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.2	Employ a role based security scheme to restrict user access. Specific user roles and permissions, including read only available to anyone with permission to view SWIMS, are to be defined such that only users with proper authority can gain access to certain data and can perform certain restricted actions through all components of the system.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.3	Allow a first time user to access the system and obtain correct login credentials.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.4	Provide DSW system administrators or certain user roles the ability to change roles or access permissions within roles.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.5	Allow access to restricted screens, restricted reports, and restricted data subject to the role based security scheme.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.6	Prevent alteration of any historical data.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

8.7	Provide field level and document level security for all data under the domain of the system.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.8	Allow DSW system administrators to add/update/delete error messages within the scope of the SWIMS application, user may receive other errors messages from eBIZ.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.9	Allow DSW system administrators to add/update/delete help text.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.10	Allow DSW system administrators to archive data and records.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.11	Prevent unauthorized users from viewing, printing, or saving/downloading certain protected data or documents.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.12	The use of hardcoded user ids and password in the application source code is not allowed.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.13	Rules regarding passwords, password encryption, and password expirations shall adhere to state of Ohio OIT and Ohio EPA ITS standards and guidelines.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
8.14	Synchronize with a single sign on solution as implemented at the Ohio EPA.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 9: Audit Trail Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
9.1	Provide an Audit Trail of records to document changes made to the system. The records at a minimum shall include who made the change, when the change was made, the value before the change and the value after the change.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
9.2	Set the audit capability to run in privileged mode; Audit capability cannot be stopped or altered by users who do not otherwise possess the proper security access.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
9.3	Prevent access to database tables that contain audit records by users who do not otherwise possess the proper security access.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
9.4	Minimize the impact of the Audit Trail process on general system performance, for example Oracle auditing feature shall not be used for this purpose due to performance concerns.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 10: Reporting Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
10.1	Have consolidated and centralized reporting capabilities.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.2	Report against original application submissions and fees.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.3	Provide WYSIWYG format for reports, such that on-screen reports can be printed and appear identical in a hardcopy format.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.4	Provide a data dictionary to agency staff for purposes of being able to develop ad hoc queries against the production database.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.5	Support the U.S. EPA's regulatory requirements for electronic reporting including Cross-Media Electronic Reporting Regulation.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.6	Provide a report module that can generate a variety of standard, pre-formatted operational, statistical, and management reports.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.7	Provide authorized users the ability to view the production database schema along with a corresponding data dictionary.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.8	Provide authorized end users the ability to generate ad hoc reports and easily add ad hoc reports to the list of regularly generated reports.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
10.9	Allow authorized end users remote access to the reports module and all available reports as long as access meets Ohio EPA ITS and state of Ohio OIT Security and Privacy authorized technology, techniques, architecture and security requirements.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.10	Provide authorized end users the ability to export report data into a variety of formats, including spreadsheets, word documents, and databases (e.g. XML, CSV, MS Excel, TIFF, PDF, HTML).	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.11	Provide authorized end users the ability to print report data on demand, in real-time.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
10.12	Provide the ability to report information on all active and inactive regulated facilities.	3	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
10.13	<p>Provide the following reports. Inputs are provided, and can be determined from the outputs. Outputs are provided as Excel spreadsheets and are included in the CD available to all interested parties:</p> <ul style="list-style-type: none"> a. NPDES Staff Assignment - Input: Pre-programmed to return data on staff assignments. b. Active NPDES Permits - Input: Pre-programmed to return data on all active facilities/custom defined areas. c. Facility DMR Data - Input: an Ohio NPDES permit number and a date range. d. Facility Compliance Report - Input: an Ohio NPDES permit number and a date range. e. Ohio Quarterly Non-compliance Report - Input: Pre-programmed to calculate reportable non-compliance over the previous six months from the entered date, and highlight significant non-compliance. f. Ohio Annual Non-compliance Report - Input: Pre-programmed to calculate reportable non-compliance over the previous twelve months from the entered date, and highlight significant non-compliance. g. All Facility Inspections - Input: A date range. h. Facility Inspection and Notice Of Violation Summary - Input: A date range. i. Director's NPDES Quarterly Report - Input: A date range. j. NPDES Permits Expiring by State Fiscal Year - Input: choose a state fiscal year. 		<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 11: Functional Excel Spreadsheets Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
11.1	Develop a module titled "Projected Effluent Quality" to calculate projected effluent quality. The module shall compute projected effluent quality values, allowing users to review data and make adjustments to improve projected effluent quality accuracy. Used for reasonable potential assessment during permit limit development. The existing SWIMS report titled PEQ is available. It was developed as a report because DSW could not edit SWIMS code. DSW's preference would be to have this functionality built into the new SWIMS as a process to be called by the permit writer as they draft a permit.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
11.2	Develop a module titled "Permit Retrieval and Analysis Tool". This module will retrieve and summarize permit or DMR data, allowing users to select permits based on location, facility/ custom defined area, and other permit information. The existing SWIMS module titled Permit RAT is available.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
11.3	Develop a module titled "Waste Load Allocation" to calculate waste load allocation. The module shall calculate waste load allocation values for non-interactive discharges and apply reasonable potential. The existing SWIMS report titled Waste Load Allocation Spreadsheet is available. It was developed as a report because DSW could not edit SWIMS code. DSW's preference would be to have this functionality built into the new SWIMS as a process to be called by the permit writer as they draft a permit.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
11.4	Annual Fee Module. Provide an interface for annual fee management, Annual Discharge Fee, Annual Sludge Fee, Annual MS4 Fee (Microsoft Access applications used to generate invoices). The system shall provide DMR data and other data which will be the basis for calculated fees, as well as facility/custom defined area name and address.	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

SWIMS – TECHNICAL REQUIREMENTS

Section 12: Technical and Architectural Requirements

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
12.1	<p>Adhere to State of Ohio server standards, and Ohio EPA ITS Environment standards and requirements, including but not limited to:</p> <ul style="list-style-type: none"> a. Must utilize existing Ohio EPA eBusiness Center Framework APIs for integration b. Database: Oracle 11G.2.03 with RAC and Streams highly preferred or Microsoft SQL Server 2008. c. Web Application Server: Oracle WebLogic 10.3 Application Server preferred or Microsoft Windows Application Server. d. Hardware State: Virtualized using VMware vSphere 5. e. Service Oriented Architecture (SOA): Data integration going forward shall be exposed via web services, either as Enterprise Java Beans (Java to Java), or web services. 	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
12.2	<p>Provide adequate backup and restore procedures to protect against loss of data due to accidental user actions, database corruption, hardware failures, and Disaster Recovery scenarios. Backup and restore procedures shall adhere to Ohio DAS and Ohio EPA standards and Oracle best practice procedures and guidelines.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
12.3	<p>Make effective use of bandwidth to remote field offices.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	
12.4	<p>Reporting Performance – The system shall be designed to prevent any ad hoc query or high volume queries from degrading performance of the production database. Queries must be tuned to reduce the generation of wait states. This may include techniques such as partitioning of data tables, optimization of SQL, and limiting size/scope of result sets.</p>	4	<input type="checkbox"/> Out of the Box <input type="checkbox"/> Configuration Required <input type="checkbox"/> Customization Required <input type="checkbox"/> Not Available	

Section 13: Build NPDES Permit 4IE22222

Req. No.	Requirement	Priority	Capability Assessment	Offeror Comments
13.1	<p>The attached DVD includes an application for a NPDES permit renewal submitted by fictional applicant ACME. The existing permit, 4IE22222, must be built in the offerors software solution, and the resulting permit submitted to Ohio EPA as a pdf file with any response to the RFP submitted by the . A Fact Sheet for ACME is included on the DVD.</p> <p>Offerors should insert the built NPDES permit renewal as the last page of their Supplement One response.</p>	4		