



REQUEST FOR INFORMATION (RFI)

For

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) PROJECT



Release date: May 27, 2020



Table of Contents

Introduction and Overview	3
Background	3
Key Action Dates	3
Q&A Drop-in Session	4
RFI Response Instructions	4
RFI Disclaimer	5
CERS Functionality and Requirements Context	6
Attachment A: Vendor Profile	7
Attachment B Instructions: Mid-Level Requirements	9
Attachment C: Cost Information	10
Additional Information	12
Appendix A: CERS Scope Diagram	13
Appendix B: Hazardous Materials Inventory Submittal Process Workflow	14
Appendix C: CUPA Processing Workflow	15
Appendix D: CERS Record Relationships	16



Introduction and Overview

The California Environmental Protection Agency (CalEPA) is conducting market research to identify potential alternative solutions that can provide comprehensive and scalable functionality to modernize the California Environmental Reporting System (CERS). CERS was established in 2009, and from a technology perspective, the current CERS system is nearing the end of its useful life and must be updated to provide stable service to stakeholders.

To further inform the effort, CalEPA is requesting information from vendors regarding their ability to meet the project requirements and to provide CalEPA with rough order of magnitude (ROM) cost estimates. This request is being conducted as part of CalEPA's business process review and market research efforts.

Background

The California Environmental Protection Agency (CalEPA) oversees the statewide implementation of the Unified Program (UP) that protects Californians from hazardous waste and hazardous materials. The UP ensures consistency throughout the State concerning administrative requirements, permits, inspections, and enforcement of six hazardous waste and hazardous materials management programs. The UP applies regulatory standards established by five different State agencies; the California Water Boards, Governor's Office of Emergency Services, California Department of Toxic Substances Control, Office of the State Fire Marshall, and the California Environmental Protection Agency. The Unified Program includes 81 certified local government agencies, or Certified Unified Program Agencies (CUPAs) and 24 subordinate local agencies, or Participating Agencies (PAs).

Key Action Dates

Release of RFI	Wednesday 5/27/2020
Last Day to Submit Questions and RSVP for the Q&A Drop-in Session	Monday 6/01/2020 3:00 PM PST
Q&A Drop-in Session	Wednesday 6/3/2020 10:00-11:00 AM PST
Response Due Date	Tuesday 6/09/2020 4:00 PM PST



Q&A Drop-in Session

The CalEPA project team will be hosting a one-time meeting for all vendors to ask questions about the project and RFI submission requirements on Wednesday 6/3/2020 from 10:00-11:00 AM PST. The project team will be available for the entire hour to answer questions. If you are interested in participating in the Q&A drop-in session, please R.S.V.P by Monday 06/01/2020 at 3:00 PM PST by emailing us at CERSNextGen@calepa.ca.gov. You will be sent the meeting information via email. If you are unable or do not wish to attend the Drop-in Session, questions can also be submitted to the email address above until 6/1/2020 at 3:00 PM. CalEPA will post the Q&A to Cal eProcure.

RFI Response Instructions

1. Please submit your responses by emailing: CERSNextGen@CalEPA.ca.gov
2. Please ensure your response, including file attachments, includes your company name, product/platform name, and responses to the information requested below.
3. Responses must be submitted by 4:00 pm PST on Tuesday, June 9, 2020 as indicated in the Key Action Dates.

Please submit the following attachments with your RFI response:

- Attachment A: Vendor Profile
- Attachment B: Mid-Level Requirements
- Attachment C: Cost Estimate Worksheet

Please submit all documents in the original format provided. Attachments A and C are included in this document for reference and as separate attachments for you to complete. Attachment B instructions are included in this RFI document but must be completed in the attached excel spreadsheet.

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted. Although respondent comments are strongly encouraged and deemed important, the State makes no commitment to change CalEPA CERS mid-level requirements based on input received.



RFI Disclaimer

This RFI is issued for information and planning purposes only, and it does not constitute a solicitation. Responses to the RFI will not be returned. A response to this RFI is not an offer and cannot be accepted by CalEPA to form a binding contract. This RFI is solely designed to provide Cal EPA with meaningful information to enable Cal EPA to determine how to proceed with its activities.

Vendors are solely responsible for all expenses associated with responding to this RFI. The State is not responsible for any expenses associated with responding to this RFI.

The submission of a response does not constitute any commitment on the part of the interested party. However, the Vendor agrees that the submitted information is correct to the best of the Vendor's knowledge. Also, the right to compete in future procurements is not affected in the event that the party chooses not to submit a response to this RFI. Cal EPA is also interested in learning the reasons for not submitting a response.

Vendors are advised that all documents submitted in response to this RFI will become the property of the State of California, and will be regarded as public records under the California Public Records Act (CPRA) pursuant to Government Code Section 6250 et seq. and subject to review by the public. The intent of this RFI is to validate project objectives and requirements for possible future solicitations. Please do not include any confidential or proprietary information in responses to this RFI as it may be disclosed or be subject to the CPRA.

Note: *The intent of this RFI is solely for information and planning purposes and does not constitute a solicitation. Therefore, do not include any proprietary or confidential information in your response to this RFI.*



CERS Functionality and Requirements Context

The general scope and functionality of CERS is diagrammed in Appendix A. Businesses use CERS to submit compliance documentation, or “Submittal Elements” to their local CUPA either through on-screen data entry or document uploads. The mid-level requirements are organized by submittal element, but please note that the submittal process is similar for all elements. A sample submittal workflow is in Appendix B. CUPAs use CERS, or export CERS data to their local system, to review and accept submissions; the proposed workflow is in Appendix C. The business, facility, and Compliance, Monitoring, and Enforcement (CME) records relationships are diagrammed in Appendix D.

In addition, CUPAs input (directly to CERS) or transmit (via electronic data transfer) summary inspection information and related violations and enforcement actions. Information in CERS is used by CUPAs for various purposes such as permitting, assessing fees, and conducting inspections. CERS data is also used by the regulating State agencies to evaluate a CUPA’s ability to effectively administer the Unified Program. CERS data is transmitted to federal reporting databases and is combined with other database information to display on the CalEPA regulated site portal.



Attachment A: Vendor Profile

1. Company Information

Company Name	
Address	
Parent corporation and/or subsidiaries, if applicable	

2. Primary Contact for this RFI

Name	
Title	
Address	
Telephone	
Email	

3. Company Overview

Provide a brief overview of your company including number of years in business, number of employees, nature of business, and description of clients. Indication of your company or partner's [Small Business or Disabled Veteran Business Enterprise](#) status, as applicable.

4. Proposed Solution

- Give a brief description of your proposed solution.
- The proposed solution and strategies to implement the proposed solution.
- Estimated implementation timeline.
- Is the proposed solution proprietary? If so, what are the ongoing subscriptions or other costs?



5. RFI Assumptions and Limitations

- a. What assumptions have you made in preparing a response to this RFI?
- b. Are there any requirements that would preclude you from competing should an RFP be released? If yes, what suggested changes would allow you to compete?
- c. Are the goods, products or services you've identified in your RFI response available on a Federal GSA or State of CA LPA? If yes, please identify the contract type, name and number.



Attachment B Instructions: Mid-Level Requirements

RFI Attachment B is an excel spreadsheet of the mid-level solution requirements.

Please complete the workbook as follows:

Column F: Available in System – Indicates whether the requirement is:

- B – Out of the Box feature of your product/solution including system configuration
- C – Update to code required
- F – Functionality to be added in the future as part of your product roadmap.
- T – Provided by third-party software integration
- U – Unable to meet requirement

If requirement availability is F above, provide the anticipated release date.

If requirement availability is T above, please identify the third-party software used.

If requirement availability is C above, complete Column G.

If requirement availability is U above, please provide an explanation in the comments.

Column G: Level of Effort – Provide a rough order of magnitude effort to meet requirements marked M or S.

- L – Minimal level of effort, i.e., < 8 hours including testing. An example might be a few lines of code changed in a single module or a simple GUI update.
- M – Moderate level of effort, i.e., < 40 hours including testing and documentation. An example might be a code change in one or two modules plus the addition of new attributes to existing database tables and GUI updates to reflect the new attributes.
- H – High level of effort, i.e., < 160 hours including design reviews, testing and documentation. An example might be code changes in multiple modules plus the addition of new attributes to existing database tables and the creation of new database tables and GUI updates to reflect the new attributes.
- XH – Extremely high level of effort, i.e., > 160 hours of effort including design reviews, impact analysis, demonstrations, testing and documentation. An example might be addition of a function that has an impact on the architecture of the product/solution including creation of new modules, new data base tables, and new GUI screens.



Attachment C: Cost Information

The CalEPA is requesting vendors to provide rough order of magnitude (ROM) cost estimates for the solution described in the mid-level requirements document. Please complete the responses to the below cost table. Respondents should consider including the following components, or a relevant variation of the following components that fits their pricing model:

Cost item	Estimated Cost Range	Notes / Explanation
1. License costs and programs (e.g. per seat, concurrent, site)	\$	
1a. Please explain variations in licensing programs (e.g. tiers), if applicable		
2. Sandboxes (e.g. development, testing, staging, training environments)	\$	
3. Additional storage costs per unit based on database metrics below, if applicable	\$	

Attachment C (continued)

Cost item	Estimated Cost Range	Notes / Explanation
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4. ROM for total implementation services based on metrics below including set up and configuration

\$

Please identify which tasks are covered in the implementation cost estimate in 4 above (check all that apply):

Check if included		Estimated cost range, if not included	Comments, Assumptions
<input type="checkbox"/>	Requirements Validation		
<input type="checkbox"/>	Configuration		
<input type="checkbox"/>	System Testing		
<input type="checkbox"/>	Technical documentation		
<input type="checkbox"/>	End User and System Administrator Training		
<input type="checkbox"/>	Project Management		
<input type="checkbox"/>	Customization		
<input type="checkbox"/>	UAT		
<input type="checkbox"/>	Other: Please describe		

5. Data conversion and migration

\$

6. Ongoing support post implementation (Maintenance and operations, including help desk)

\$

7. Technical Support

\$

8. Other, Not Listed

\$



Additional Information

CalEPA is providing the following information to inform the development of cost estimates:

Metric	Value	As-of date or range
Total Registered Users	~144K	April 2020
Active Monthly Users (Range)	~10K – 20K/month ~14,300 (average)	Jan 2019 through Mar 2020
Current CERS Storage Requirements, including backups	Database: ~3TB File storage: ~5TB	April 2020
System Administrators and internal staff with elevated privileges	8	April 2020

CERS usage statistics are publicly available online at this address:

<https://cersapps.calepa.ca.gov/public/statistics>

Additional information about the CalEPA Unified Program is available at this address:

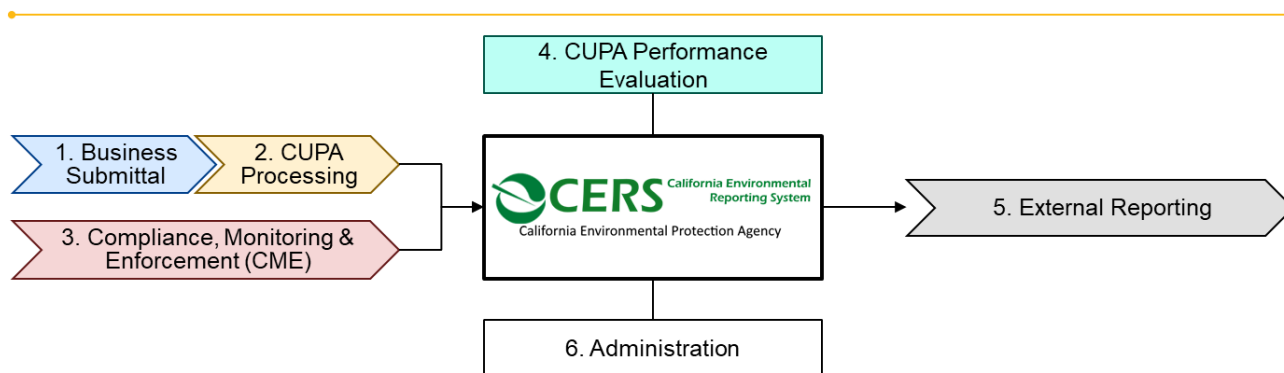
<https://calepa.ca.gov/cupa/>

Additional information about CERS reporting requirements is available at this address:

www.CERS.CalEPA.ca.gov.

Thank you in advance for your participation and response to this inquiry.

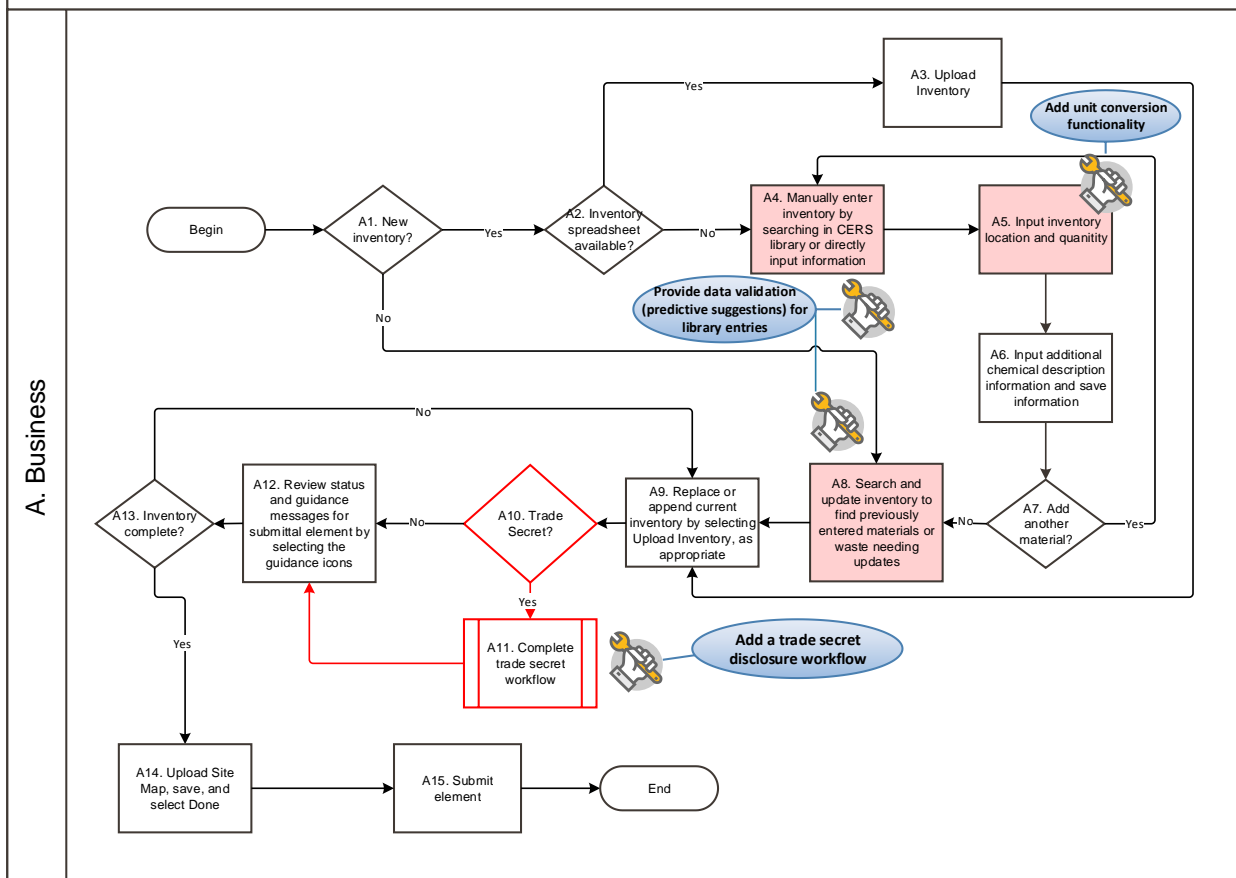
Appendix A: CERS Scope Diagram



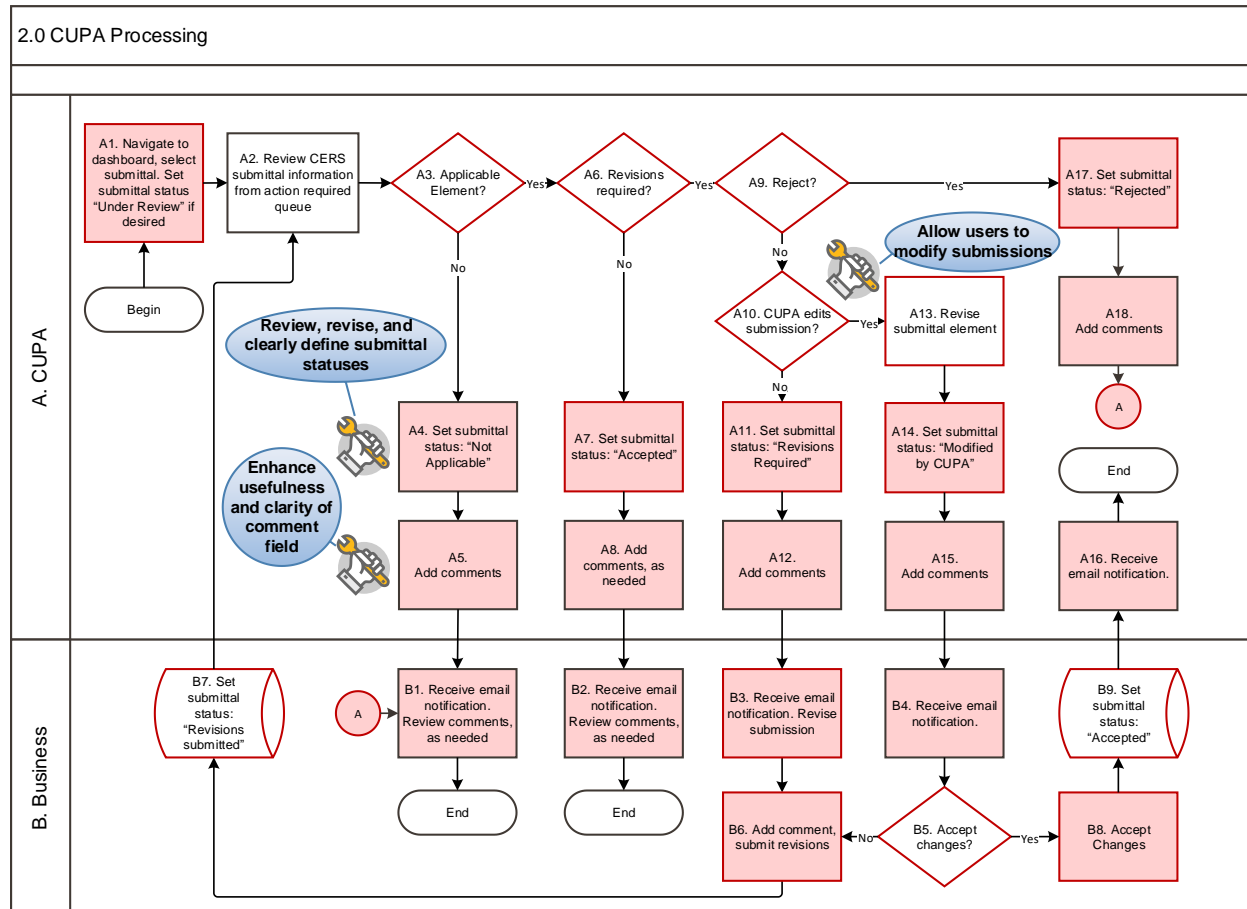
Process Group	Description
1. Business Submittals	Business submittal of facility information and State required documentation
2. CUPA Processing	CUPA processing activities, and status determination, of submittal
3. Compliance, monitoring and Enforcement (CME)	Including field work, issuance of violations, and return to compliance activities
4. CUPA performance evaluation	Reviews of CUPA performance conducted by CalEPA and other State agency program representatives
5. External reporting	To State and federal partners, general public, and emergency responders
6. Administration	User management, facility management, and training

Appendix B: Hazardous Materials Inventory Submittal Process Workflow

1.2 Hazardous Materials Inventory



Appendix C: CUPA Processing Workflow



Appendix D: CERS Record Relationships

Businesses may have one or more related facilities. Each facility requires submittal elements based on their business activities. In addition, local regulators (CUPAs) conduct Compliance, Monitoring, and Enforcement (CME) activities including conducting inspections. Summary inspection, violation, and enforcement information is uploaded to CERS through on-screen data entry or through electronic data transfer from the CUPAs local system. Both violations and enforcement actions can result from inspections or be assessed for other reasons due to non-compliance. Businesses are ultimately responsible for returning to compliance (RTC) and resolving violations. The RTC workflow will be a part of the CERS NextGen solution.

