Information Technology / Intelligent Transportation Systems Compliance Plan

(Examples include: Hardware, Software, Fareboxes, Global Positioning Systems (GPS), Automatic Vehicle Locators (AVL), computer-aided dispatch (CAD), Electronic Fare payment (Smart Card), and Vehicle Maintenance Systems.)

According to the annual "Certifications and Assurances," and consistent with the National ITS Architecture, all requests for ITS projects by an awarding agency must have an ITS Plan. ITS is referenced in SAFETEA-LU Subtitle C, Section 5301, Paragraph 512.

For more information about ITS, visit these websites:
http://www.iteris.com/itsarch/   http://www.resourceguide.its.dot.gov/default.asp
www.pcb.its.dot.gov/factsheets/avl/avlRur.pdf   http://www.itscosts.its.dot.gov/
www.itslessons.its.dot.gov/its/benecost.nsf/DisplayLessonCategory   http://itsweb.mitretek.org/aptsmatrix
http://www.itsdeployment.its.dot.gov/nationwidelist.asp?State=CA

Agency Name: _____County:_____Caltrans District # _____

Standard Agreement #: _____ Standard Agreement Amount $_____ Total Project Cost $_____

Fund Source: ☐ ARRA   ☐ 5311   ☐ 5311(f)   ☐ 5310   ☐ 5316   ☐ 5317

Contact Name: _____ Title: _____

Address: _____ City _____ Zip code_____

Phone #: _____   Email Address: _____

Please respond to all questions. If more space is needed, please attach additional pages. If a question does not apply to your purchase, briefly explain if possible, or state "not applicable."

1. Briefly describe the following:
   a. Item(s) being purchased
   b. The business function(s) or process the items will support
   c. How the item(s) will be used

2. Indicate whether the project requires one or more of the following, estimate the percentage of each:
   - Commercial-off-the-shelf (COTS)   ☐ No   ☐ Yes/Percentage_____
   - Modified-off-the-shelf (MOTS)   ☐ No   ☐ Yes/Percentage_____
   - Custom software/hardware development (CSD)   ☐ No   ☐ Yes/Percentage_____

   COTS = Computer software, hardware, technology, or computer products that are ready-made and available for sale, lease, or license to the general public.
   MOTS = Computer software, hardware, technology, or computer products that can be purchased and then modified by the customer, vendor, third party to meet the specific need/use.
   CSD = Software and/or hardware is procured from a customized scope of work developed by the agency.)

3. Is the project a proprietary system?   ☐ No   ☐ Yes

4. If the IT/ITS system is a MOTS or a CSD, will the Awarding Agency retain all rights to software development? Specifically, all intellectual property rights to the source code, as distinguished from a license to use the software limited in time. Briefly explain.

5. Please describe in detail how the project is consistent with your Local or Regional ITS Architecture Plan and based on the requirements of the National ITS Architecture? (National ITS Architecture provides a common framework for planning defining, and integrating intelligent transportation systems. For more information, go to http://www.iteris.com/itsarch/.)

6. Please provide the contact information for the agency in charge of the Local or Regional ITS Architecture Plan:

   Name of ITS Architecture Plan _____
   Contact Name   _____
   Title   _____
   Telephone Number   _____
   E-mail   _____

7. Indicate whether the project requires integration or whether the project is a stand-alone system with minimal integration.

8. If the project requires integration, what systems will be integrated?

9. What other entities (public or private) will be a part of the systems integration?

10. If the agency plans to integrate systems now or in the future, is the agency coordinating this IT/ITS project with a Local or Regional ITS plan?   ☐ No   ☐ Yes

11. Data Collection:
    a.   Does the agency intend to collect data with their IT/ITS System? ☐ No   ☐ Yes
    b.   If yes, what will the data be used for?
    c.   If the agency plans to collect data, is it for public use or private use or both? Please explain.
    d.   If another public or private entity is interested in their data, will they give the data away for free or charge a fee for it?
    e.   How will the data be stored?

12. Does the agency have a license for use? ☐ No   ☐ Yes
    If multiple systems are to be integrated, do all entities have a license for use, an agreement, permit, or approval by the vendor?

13. Briefly describe the implementation plan for the procurement of the IT/ITS Project as follows:
    • Procurement and Installation Schedule
    • Testing and Acceptance Plan/Schedule
    • System Maintenance Plan
    • Type of Warranties and Length of Warrantees
    • Training Plan

14. List any special hardware devices or equipment this system must interface or "connect to" and how this special hardware will be interfaced with the project equipment.

15. Describe your agency's policies to protect the federal investment throughout useful life and ensure adequate system performance to minimize repairs and replacements.

16. Describe how the agency will administer and manage the acquisition once a contract is awarded.

ATTEST:

I certify the requested commodities and/or services are correct and any items purchased comply with 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, or 49 CFR Part 19, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, FTA Circular 4220.1F- Third Party Contracting Guidance, and the FTA Best Practices Procurement Manual.

_____   _____   _____
Print Name   Signature   Date

_____
Title