



SCOPE OF WORK

Project Title: Credential Data Exchange Solution(s)

Project Code: 14-4A

Objective

The objective of this project is to pursue solutions for addressing the exchange of credentials data (specifically IRP and IFTA) among states through SAFER as recommended in findings from the Year 12 Technical Assessment effort. Findings/recommendations were presented to the CVO Committee members in early March 2006 and included an approach for utilizing a regional/shared CVIEW to improve the exchange of commercial vehicle credential data among I-95 Corridor Coalition states, as well as to contribute to the advancement of data exchange at the national level.

While CVO Committee members supported the regional/shared CVIEW concept as a solution to the data exchange issue continued work among the committee and affiliate organizations in this area has led to recognition of a number of viable solution options to the credentials data exchange issue.

The primary objective of this project remains pursuit of appropriate next steps toward implementation of viable, feasible, and affordable short-term solution(s) to exchanging credentials data among states via SAFER for any interested Coalition state. Work performed to this end will consider longer-term solutions being considered by member states related to such issues as increasing data needs and storage, and O&M.

The first phase of this project will support the state and vendor specific follow-up related to implementation of credentials data exchange solutions including (*but not limited to*) direct upload to SAFER via credentialing system; upload to regional CVIEW via credentialing systems; and web-based query of CVIEW from the roadside.

Upon determination of interested parties (e.g., states with CVIEWs, vendors currently interfacing to SAFER in corridor states, state CVISN compliance status/goals and grant program eligibility) a plan will be drafted for the deployment phases of chosen solution(s).

This effort will provide the following outcomes:

- Provide the Coalition and its member states a roadmap for sharing credentials data among states/nationally through SAFER including such options as member state(s)' interest in hosting CVIEW; member state(s)' interest' in participating in/utilizing a shared CVIEW for data transmission; member state(s)' interest in utilizing a shared CVIEW for querying capability; and direct upload/download of data with SAFER; and

- Document the implementation steps and funding approaches associated with scenarios of credentials data exchange solution(s).

Approach

The recent availability of Federal CVISN funds per SAFETEA-LU have led to a recent increased interest on behalf of many corridor states (ME, DE, RI, NJ, DC, and NH) to actively pursue Core CVISN Compliance. FMCSA and Coalition staff have worked cooperatively to establish firm contacts within these states, including Division Administrators (DAs), and to support these states' Program Planning and Top Level Design efforts. The timeliness of this proposed effort will continue to leverage the strength of these state contacts and support of Federal DAs in bringing more corridor states into CVISN activities toward compliance. The relevance of this recent state member interest directly supports the proposed effort to offer corridor states the ability to share their credentials data with other states, such as CT, SC, MD, and NC who require this data from other states to fully utilize their deployed CVISN systems (e.g., CVIEW, electronic credentialing systems, e-screening systems), while achieving core deployment functionality necessary to qualify for the SAFETEA-LU available funds.

With state cooperation, information will be documented regarding the lessons learned and best practices of the State of Washington's experience at hosting a regional CVIEW, named "xCVIEW", which is utilized by North Carolina and a number of non-Coalition states. Results of the WA inquiry will be shared with the Coalition. Information will also be documented regarding the experiences of both CT and SC which utilize variations of CVIEW specific to their state's goals. Additionally, vendors providing legacy systems interfaces to states within the corridor will be approached for further information regarding potential to leverage existing interface work for additional states. All documentation will be shared with CVO Committee project leadership and Coalition staff.

Upon confirmation from CVO Committee leadership and Coalition staff that the credentials data exchange solution(s) are viable, feasible, and affordable the CVO Committee membership will be presented findings and options for consideration and implementation. *It should be noted that any state that wishes to not participate will not provide obstacle to any other state(s) wishing to actively exchange their credentials data with other states.*

Proposed Tasks and Deliverables

The project will conduct a series of tasks to further investigate the options for exchanging credentials data among states; define practicality, implementation steps, preliminary implementation schedule, estimated costs; and potential implementation funding options.

Task 1: Learn from Other's Experience with Regional CVIEW (solution option involving Regional CVIEW model in current practice)

Task 1 Description

The first task of the project includes contacting representatives from the States of Washington and North Carolina to assess their experience serving as host or using a regional CVIEW. The State of Washington has served as the host of a Regional CVIEW, named xCVIEW, utilized by various states. North Carolina currently houses their CVIEW data on xCVIEW in Washington.

Topics for discussion with the State of Washington will include:

- What worked in their creation and maintenance of a regional CVIEW?;
- What additional costs were incurred because other states data was stored in its CVIEW?;
- What did not work in the creation and maintenance of a regional CVIEW?;
- What cost sharing models, if any, did they utilize?;
- What were the determining factors in the State of Washington offering this service to other jurisdictions?; and
- Details pertaining to their sharing domain source code for states such NC to modify for their needs/use.

State of North Carolina topics of discussion will include:

- What was their experience, positive and negative, in utilizing a regional CVIEW?;
- What additional costs were incurred with their CVIEW data being stored outside their state and computer network?;
- Future plans for housing their CVIEW data with the modified WA state source code (level of effort, time, cost); and
- Interest in participating as a host state for regional CVIEW.

Task 1 Work Steps

- Develop list of questions;
- Identify the appropriate parties at both states to interview;
- Conduct interviews with appropriate parties; and
- Compile information collected from both states.

Task 1 Deliverables

The deliverable of this task would include a document compiling the information collected from both states relating to their utilization and hosting of a regional CVIEW.

Task 2: Assess Other State(s)' Willingness/Ability to Serve as a Shared CVIEW Host (solution option including utilizing and existing CVIEW as well as potential for query at the roadside)

Task 2 Description

This task will involve meeting with representatives from the States of Connecticut and South Carolina (and potentially North Carolina) to discuss and assess their willingness/suitability to potentially serve as a shared CVIEW host for interested corridor states. Serving as the host of a shared CVIEW for other states would involve uploading other State(s)' content data to SAFER on behalf of those states and making their own state's CVIEW content available for querying by other states. As these states are currently sending their own data to SAFER, this option may provide other Corridor Coalition members a less expensive opportunity to send the data to SAFER as opposed to developing or purchasing their own solution.

Task 2 Work Steps

- Develop a list of topics for discussion;
- Develop an agenda for meeting(s) or call(s);
- Conduct meetings/calls with appropriate state parties;
- Document meeting and compile information collected; and
- Compile a list of Corridor Coalition state(s) willing/able to host a shared CVIEW.

Task 2 Deliverables

The deliverables of this task would include list of topics for discussion with states, a meeting agenda, documenting discussions and compiled information, and list of state(s) willing/able to host a shared CVIEW for the Corridor Coalition.

Task 3: Assess Various Vendors' Products and Abilities to Provide Legacy Systems Interfaces

Task 3 Description

This project task involves re-contacting IRP and IFTA vendors of interested Corridor Coalition states to determine if an interface exists between the vendors products and the interested state's CVIEW and/or to SAFER which may be modified for other corridor states. For those state(s) where an interface exists, discussion with the vendor regarding implementation steps/cost required to use the interface in order to send data on behalf of interested state(s) will take place. If an interface does not exist, further discussion with the vendor(s) regarding implementation steps/cost required to use an interface as a solution will be completed.

Task 3 Work Steps

- Utilize discovery through the Technical Assistance projects in identification of Coalition states utilizing 3rd party IRP and/or IFTA systems and gauge each state's interest in utilizing those system interface(s) on behalf of other states;
- Develop a of list topics for discussion with vendor(s);
- Develop an agenda for vendor(s) meeting;
- Conduct meetings with vendor(s);
- Document meetings and compile information collected; and
- Develop and document implementation steps and costs for each vendor.

Task 3 Deliverables

The deliverables of this task will include a list of vendors utilized for IRP and IFTA processing by each Coalition state, list topics for discussion, meeting agenda, compiled information, and documentation of implementation steps for each vendor and the associated implementation costs and timeline.

Task 4: Identify States' Interest in Developed Solutions

Task 4 Description

Coalition staff and leadership, with support staff, will present findings of viable, feasible, and affordable solutions to exchanging credentials data among states through SAFER. The findings will be presented in a way which promotes multi-state dialogue but does not dictate or presume states adopt solution(s). The results of this Task will determine the scope of subsequent tasks.

Task 4 Work Steps

- Finalize solution options for presentation to member states;
- Create presentation materials and background information for dissemination
- Conduct meetings with appropriate parties from identified states;
- Document meeting and compile information collected; and
- Compile list of state(s) interested in solution options.

Task 4 Deliverables

The deliverables of this task will include a selection of credentials data exchange solution options to be considered by member states. Upon collecting member state feedback regarding interest in pursuit of options such information will be documented.

Task 5: Identify Implementation Steps and Projected Costs of Selected Credentials Data Exchange Solutions

Task 5 Description

This task involves identification of high-level implementation steps and associated costs of selected credentials data exchange solutions of interest to member states. This task may involve detailed discussions with IT staff of states to create a full implementation plan including an inventory of additional hardware and software needed and costs associated with implementation.

Task 5 Work Steps

- Identify each state interested in particular solutions;
- Working with identified state's IT staff to create an implementation plan;
- Developing a list of additional hardware and software needed;
- Create an inventory of costs associated with implementation.

Task 5 Deliverables

The task includes a varying number of plans determined per Task 4. Plans will further vary based on selected solution options.

Task 6: Develop Solutions Scenarios on a Regional Basis

Task 6 Description

This task entails coordinating the corridor-wide roadmap according to individual state options selected and including proposed schedule and potential Coalition role.

Task 6 Work Steps

- Coordinate individual high-level state implementation plans;
- Prepare a regional view of short-term credentials data share solution(s);
- Prepare estimated schedule of optimal coordinated implementation ; and
- Create funding scenarios including Coalition role.

Task 6 Deliverables

The deliverables of this task will include a technical memorandum documenting interested states and selected solution options as well as a regionally coordinated view of implementing selected solutions. Additionally, a realistic implementation schedule will be developed to include as much information available per variables of state and vendor. Using the estimated costs developed in task 5 applied to the

developed schedule scenarios for funding including the Coalition role will be proposed.

Task Schedule, Milestones, and Budget

TASK	TASK DESCRIPTION	MILESTONES	DATE	BUDGET
1	Learn from Other's Experience with Regional CVIEW <i>(solution option involving Regional CVIEW model in current practice)</i>	<ul style="list-style-type: none"> • Develop list of questions; • Identify the appropriate parties at both states to interview; • Conduct interviews with appropriate parties; and • Compile information collected from both states. 	10/06 - 01/07	\$20,000
2	Assess Other State(s)' Willingness/ Ability to Serve as a Shared CVIEW Host <i>(solution option including utilizing and existing CVIEW as well as potential for query at the roadside)</i>	<ul style="list-style-type: none"> • Develop a list of topics for discussion; • Develop an agenda for meeting(s) or call(s); • Conduct meetings/calls with appropriate state parties; • Document meeting and compile information collected; and • Compile a list of Corridor Coalition state(s) willing/ able to host a shared CVIEW. 	10/06 - 01/07	\$15,000
3	Assess Various Vendors' Products and Abilities to Provide Legacy Systems Interfaces	<ul style="list-style-type: none"> • Utilize discovery through the Technical Assistance projects in identification of Coalition states utilizing 3rd party IRP and/or IFTA systems and gauge each state's interest in utilizing those system interface(s) on behalf of other states; • Develop a of list topics for discussion with vendor(s); • Develop an agenda for vendor(s) meeting; • Conduct meetings with vendor(s); • Document meetings and compile information collected; and • Develop and document implementation steps and costs for each vendor. 	01/07 - 3/07	\$20,000
4	Identify States' Interest in Developed Solutions	<ul style="list-style-type: none"> • Finalize solution options for presentation to member states; • Create presentation materials and background information for 	03/07 - 04/07	\$20,000

		<p>dissemination</p> <ul style="list-style-type: none"> • Conduct meetings with appropriate parties from identified states; • Document meeting and compile information collected; and • Compile list of state(s) interested in solution options. 		
5	Identify Implementation Steps and Projected Costs of Selected Credentials Data Exchange Solutions	<ul style="list-style-type: none"> • Identify each state interested in particular solutions; • Working with identified state's IT staff to create an implementation plan; • Developing a list of additional hardware and software needed; • Create an inventory of costs associated with implementation. 	04/07 - 05/07	\$15,000
6	Develop Solutions Scenarios on a Regional Basis	<ul style="list-style-type: none"> • Coordinate individual high-level state implementation plans; • Prepare a regional view of short-term credentials data share solution(s); • Prepare estimated schedule of optimal coordinated implementation ; and • Create funding scenarios including Coalition role. 	04/07 - 06/07	\$10,000
TOTAL				\$100,000