SPECIAL PROVISION REVISIONS FOR 2016 DESIGN ENGINEERING CONTRACTS
Design Office Computer Requirements – Revised 03/29/2016

Important initial information for design CONSULTANTS who do not have a SecurID card: The CONSULTANT is required to contact the DEPARTMENT Region Office *at least two weeks prior* to delivering their computer for the installation of DEPARTMENT software. The WisDOT eForm for system access (replaces DT1591) must be completed and approved by a WisDOT supervisor so the CONSULTANT receives a WisDOT user ID and a RSA hard or soft token.

Minimum hardware and software requirements: The CONSULTANT shall be responsible to provide a desktop personal computer or laptop that meets the following minimum specifications:

   Hardware requirements
- Hyper-threaded or multi-core processor, 2.5 Ghz minimum
- 8 GB RAM minimum
- 20 GB free disk space on the C:\ drive for the installation of DEPARTMENT software
- USB port(s)
- Ethernet or wireless network adapter to communicate with DEPARTMENT servers

   Software requirements [1]
- Microsoft Windows 7 Professional 64-bit (administrator access needed for installation and configuration of DEPARTMENT software) [2]
- Microsoft .NET Framework, version 4.51
- Microsoft Office 2013 (only Word and Excel are required)
- Adobe Acrobat Reader X or higher
- Antivirus and spyware scanning software with up-to-date definition files to protect the workstation.
- Internet Explorer 11
- Internet and e-mail access are required and the CONSULTANT shall provide the DEPARTMENT with their e-mail address.
- Cisco AnyConnect VPN client 3.1.0516 – installation instructions provided by the DEPARTMENT
- RSA SecurID® card OR RSA SecurID Soft Token application [4] – installation instructions provided by the DEPARTMENT

The DEPARTMENT Region Office will provide and support the following software and devices for the duration of the CONTRACT. After the completion of the CONTRACT, the CONSULTANT is required to remove this software and return any DEPARTMENT issued devices:
- Oracle 11g client
- AASHTOWare® Project PES client

The CONSULTANT shall apply all software upgrades that occur during the duration of the CONTRACT. The DEPARTMENT will provide instructions to obtain and apply the upgrades. The CONSULTANT shall notify the DEPARTMENT IT support person when the upgrades are completed. [5]

The CONSULTANT shall have all required software installed and functioning before delivering the computer to the DEPARTMENT Region Office. The computer will have no programs running resident in memory that will interfere with DEPARTMENT applications. The CONSULTANT may need to modify the desktop computer or laptop configuration to work with the DEPARTMENT'S software. Modifications may include locally installed antivirus software, computer firewall and network firewall. The CONSULTANT shall make an appointment with the DEPARTMENT Region office prior to delivering their computer for the installation of DEPARTMENT software. The DEPARTMENT Level 2 IT Support staff member at the DEPARTMENT Region Office needs administrative access to the PC for software installation and configuration purposes. The DEPARTMENT Region Office reserves the right to reject, at any time, any computer that proves to be incompatible with the DEPARTMENT supplied software.

[1] The CONSULTANT shall apply the latest hotfixes and security patches to the operating system and other software they provide on an ongoing basis.

[2] The DEPARTMENT and the DEPARTMENT software vendors do not support other operating systems.

[4] The CONSULTANT will be responsible for the cost of purchasing replacement RSA SecurID® cards (hard token) if a card is lost or damaged. If the CONSULTANT'S job duties change and the RSA hard or soft token is no longer needed, it is the CONSULTANT'S responsibility to contact the DEPARTMENT to transfer the RSA hard or soft token to another CONSULTANT or return it to the DEPARTMENT. It is a breach of security to share DOT user IDs or RSA hard or soft tokens.

[5] The DEPARTMENT reserves the right to waive the requirement that the CONSULTANT install software upgrades.

Revisions to previous requirements