



Solicitation Information
October 2, 2014

RFP# 7549042

TITLE: Program Manager – Commercial Vehicle Information Systems Network (CVISN)

Submission Deadline: Thursday, October 30, 2014 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Tuesday, October 14, 2014 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF REVENUE
DIVISION OF MOTOR VEHICLES

REQUEST FOR PROPOSALS

for

**Commercial Vehicle Information Systems Network
(CVISN)**

Program Manager/System Architect

RFP # 7549042

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1.0 REQUEST FOR PROPOSAL

1.1 PURPOSE

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Revenue, Division of Motor Vehicles, hereinafter referred to as “DMV,” hereby submits this Request for Proposals (RFP) to define minimum service requirements, solicit proposals, detail proposal requirements, and outline the state’s process for evaluating proposals and selecting a qualified Program Manager/System Architect, hereinafter referred to as “contractor,” to provide the needed service.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

1.2 INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via e-mail Raymond.lambert@hr.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.newton@doa.ri.gov. Visit the website www.mbe.ri.gov

The DMV is seeking a contractor to provide program facilitation, as well as administrative and management assistance to Rhode Island's federal CVISN Program. The contractor implements a consistent, unified approach to project management by applying and promoting basic project management and system engineering principles to the state's CVISN Program. The contractor will ensure the CVISN Program and its projects are in compliance with the Federal Intelligent Transportation Systems (ITS) and the Architecture Configuration Control Board (ACCB).

Responsibilities include, but are not limited to, assisting in the overall decision-making, planning, development and implementation of the CVISN Program, ensuring the statewide deployment of all Core CVISN capabilities in a timely manner, and projects are implemented within budget, scope and time. Additional responsibilities may include designing, organizing, and conducting executive level workshops, benchmarking, surveys, and communicating with all levels of personnel from government agencies and private industries.

1.3 NONDISCRIMINATION

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a contract pursuant to this RFP or in the employment practices of the contractor on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Rhode Island State constitutional, or statutory law. The contractor pursuant to this RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

1.4 ACQUISITION METHOD

The DMV intends to engage in a fee for service contract with a contractor. This procurement involves no consumable or durable commodities. No equipment will be purchased or leased. No capital items will be purchased. The tangible deliverables will be in the form of PowerPoint or Prezi presentations, and written reports and plans in both (minimal) paper and electronic form. The contractor will be responsible to involve, advise, inform and include each stakeholder throughout the project life.

1.5 CONTRACT PERIOD OF PERFORMANCE/DELIVERY

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

The initial contract shall be for a base period of up to (2) years from the date of award, with the option to renew for one additional year if it is determined after the two year period that additional services are needed.

Termination of Contract

The State reserves the right to terminate this contract, or any section of the contract, at any time for any reason by giving at least 30 days written notice to the vendor. If the vendor is terminated by the State as provided herein, the vendor will be paid a fair payment as negotiated with the State for the work completed as of the date of termination. If this contract is funded as the result of federal funding that state can terminate the contract if federal funds no longer exist or if there is change in the funding the state receives.

1.6 ANTICIPATED EXPENDITURES AND COMPENSATION STRUCTURES

While the DMV plans to award a single contract as a result of this procurement, it seeks responses from multiple contract bidders, hereinafter referred to as “offeror,” in order to establish a qualified contractor list from which to award the contract. The DMV will have the ability to negotiate price only up to an already established maximum amount for this contract, and will consider rate and pricing in its deliberation to select a qualified contractor.

1.7 REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS

The contract that will result from this RFP will be a “maximum obligation contract,” and the funds are from a federal grant awarded specifically for the purpose defined herein. Compensation will be based on the contractor meeting established timelines and performance objectives, and billing will be monthly. Invoices will be submitted to the Division of Motor Vehicles.

The offeror must agree to respond with a quotation which the agency may or may not choose to accept. The rejection of any individual quotation does not mean that a contract is not possible, rather that this individual quotation is not acceptable.

Final payment will be contingent upon receipt of the final product required to satisfy the grant funding parameters of Core CVISN compliance. Compensation will be project-based, and billing will be inclusive of all contractor-related costs (including overhead, administrative costs, time, travel, materials, etc.) The offeror is required to provide an actual or estimated cost for the completed contract performance based on the DMV’s description of the performance requirements. The offeror is responsible for their own office equipment and supplies needed to perform these project activities and will not be compensated separately or additionally for any such items.

1.8 PERFORMANCE AND CONTRACT SPECIFICATIONS

The DMV's primary goals for the overall CVISN contractor (of which this RFP is part) are:

- Assist in implementation of a new International Registration Plan (IRP) system.
- Assist in implementation of a Commercial Vehicle Information Exchange Window (CVIEW).
- Provide ongoing oversight to overall CVISN Program and individual CVISN projects.
- Provide System Architect services to ensure all projects conform to FMCSA and state IT standards.
- Ensure all stakeholders remain engaged in CVISN Program and are aware of programs most recent accomplishments/issues.
- Participate in and report contents and results of national CVISN forums:
 - Monthly CVISN Program Manager calls
 - Monthly Architecture Configuration Control Board (ACCB) calls
 - National CVISN Deployment Workshops
- Respond to future CVISN funding opportunities to move the DMV from Core compliance projects into expanded CVISN projects.

1.9 ADMINISTRATIVE GUIDANCE

General Information

The purpose of this RFP is to provide program facilitation, as well as administrative and management assistance to Rhode Island's Federal CVISN Program. This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Communication with Staff

From the date this RFP is issued until a determination is made and announced regarding the selection of the offeror for this RFP, contact between offeror or their representatives and individuals employed with state government involved in the RFP process is prohibited.

Starting Date

The successful offeror must be prepared to start immediately once contract is awarded.

1.10 ADMINISTRATIVE OFFICE

The winning offeror must either maintain an administrative office within forty-five (45) miles of DMV headquarters or agree to participate in person, in bi-weekly meetings in the beginning, or meetings upon demand within twenty-four (24) hours, and monthly thereafter at no cost to the DMV.

The DMV headquarters is currently located at:

Rhode Island Division of Motor Vehicles
Aime J. Forand Building
600 New London Avenue
Cranston, RI 02920-3024

1.11 INSTRUCTIONS TO OFFERORS

Terms

Whenever the terms “**shall**”, “**must**”, “**will**”, or “**is required**” are used in the RFP, the specification being referred is a mandatory requirement of this RFP. Failure to meet any mandatory requirement may cause rejection of the offeror’s proposal.

Whenever the terms “**can**”, “**may**”, or “**should**” are used in the RFP, the specification being referred “**is a desirable**” and failure to provide any desirable item will not be cause for rejection, however, will probably cause a reduction in score awarded.

Economy of Presentation

Each proposal shall be prepared simply and economically, providing straightforward and concise delineation of the offeror’s capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity in content. To expedite the evaluation of proposals, it is essential that offerors follow the format and instructions outlined in Chapter 3 (Scope of Work) of this document. Misleading and/or inaccurate answers may be grounds for disqualification at any time or period in the procurement process.

Proposal Format

All proposals must be typewritten or computer-generated using standard 8 ½” x 11” letter-sized paper (larger paper is acceptable for charts, spreadsheets, etc), and placed within a binder with tabs delineating the various sections.

1.12 PROPRIETARY INFORMATION

The proposal of the successful offeror becomes public information. Proprietary information, clearly marked, can be protected under limited circumstances such as client lists and nonpublic financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of Rhode Island and may be returned only at the State's option.

1.13 PROPOSAL OBLIGATION

The contents of the selected offeror's proposal will become contractual obligations along with the State of Rhode Island standard terms and conditions and will be incorporated into and become part of any contract resulting from this RFP.

1.14 PROPOSAL OPENING

Proposals received in response to this RFP will be opened at the Division of Purchases on the scheduled due date and time. Offerors who wish to be present will be informed of only the names of other offerors submitting proposals. No other information will be given at that time.

1.15 PROPOSAL DISPOSITION

Proposals submitted in response to this RFP will become the property of the State. Regardless of whether the State rejects any or all proposals, they may be returned only at the State's option, at the supplier's expense.

1.16 REJECTION OF PROPOSALS

The State reserves the right to reject any and all proposals received as a result of this RFP and to waive informalities and minor irregularities in proposals received.

1.17 INCURRING COSTS

The State is not liable for any costs incurred by suppliers prior to the issuance of any agreement, contract or purchase order, and will not pay for information solicited or obtained. Information obtained will be used to determine the suitability of services offered. Any subsequent procurement will be in accordance with Rhode Island Procurement Regulations.

1.18 CANCELLATION AND REJECTION OF BIDS

An invitation for bids, an RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the State in accordance with rules and regulations.

1.19 AWARD

The award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the State, taking into consideration price and the evaluation factors set forth in this RFP. No other factors will be considered in the evaluation. The State reserves the right to make award based upon the specifications outlined in this RFP.

1.20 NEWS RELEASES

News releases related to this RFP will not be made without the prior consent of the State, and then only in coordination with the issuing office.

2.0 CVISN IN RHODE ISLAND

2.1 CVISN PROGRAM HISTORY

Congress created the Federal Motor Carrier Safety Administration (FMCSA) under the U.S. Department of Transportation (USDOT) in 2000. It is the federal agency tasked with oversight of states' Commercial Vehicle Operations (CVO) and Commercial Driver Licensing (CDL) programs.

FMCSA's mission is to reduce fatalities and injuries from crashes involving large commercial motor vehicles. FMCSA works closely with its state law enforcement and transportation partners, other USDOT agencies, and its many stakeholders to enforce federal safety and hazardous materials regulations, improve national reporting and compliance monitoring systems, oversee scientific and engineering safety studies, and conduct regional and national safe driving educational campaigns.

ITS are transportation systems which utilize information, communication, sensor, and control technologies to achieve improved levels of performance. The USDOT has developed a national ITS Program Plan for ITS which provides a new vision for surface transportation in America. The ITS Program includes seven (7) major elements: CVO is one of those elements.

The scope of CVO includes the operations associated with moving goods and passengers via commercial vehicles over the North American highway system and the activities necessary to regulate these operations. It includes activities related to safety assurance, commercial vehicle credentials and tax administration, roadside operations, freight & fleet management, and vehicle operation.

2.2 WHAT IS CVISN?

The CVISN program is a nationwide information sharing and partnership effort supported by the FMCSA. CVISN consists of the information systems and communications networks owned and operated by governments, motor carriers, and other stakeholders. These information systems support capabilities in the areas of safety information exchange, credentials administration, and electronic screening. FMCSA has defined a set of core functionality associated with these areas that each state receiving Federal CVISN funding is required to include in their CVISN Program. The CVISN program is coordinating the nationwide deployment of specific new capabilities in three (3) areas (called Core CVISN Capabilities) as they relate to Commercial Motor Vehicle licensing and operations:

- 1) Safety Information Exchange
- 2) Credentials Administration
- 3) Electronic Screening

The core functionality or Core CVISN Capabilities are as follows:

- **Safety Information Exchange**
 - Use ASPEN or an equivalent automated inspection software at all major inspection sites.
 - Connect to the national Safety and Fitness Electronic Records (SAFER) system to exchange interstate safety and credentials data among states.
 - Implement a state-specific data exchange system, Commercial Vehicle Information Exchange Window (CVIEW) or the equivalent, to exchange interstate information with the SAFER system and exchange intrastate information within the state.

- **Credentials Administration**
 - Automate the processing of at least International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) credentials.
 - Connect to the IRP Clearinghouse to share information across jurisdictions and automate funds settlement between jurisdictions.
 - Connect to the IFTA Clearinghouse to share information across jurisdictions and automate funds settlement between jurisdictions.

- **Electronic Screening**
 - Implement electronic screening at a minimum of one fixed or mobile inspection site, and be ready to replicate this functionality at other sites.

The capabilities rely on information systems that collect, store, and distribute information among stakeholders, and are operated by the stakeholders themselves. To implement Core CVISN Capabilities, a state develops or acquires new systems and modifies some existing systems. States are doing this in many different ways while still conforming to the National ITS Architecture.

Underlying CVISN's objectives to improve the safety and efficiency of commercial vehicle operations is a framework or architecture that enables government agencies, motor carriers, and other parties to exchange information and conduct business transactions electronically. This framework is designed to allow state agencies to share CVO data (e.g., interstate vehicle registrations, interstate fuel tax licenses, safety information) electronically with other agencies in the State and in other states. The vision of the national CVISN Program is the interchange of information electronically among government agencies, motor carriers, and third party service providers through the use of common standards and commercially available communications systems.

This involves many partners within each individual state. In Rhode Island, it includes the Division of Taxation within the Department of Revenue (Taxation), the Department of Transportation (RIDOT), the Division of Information Technology (DoIT) within the Department of Administration, the State Police, and the DMV. Four of these agencies have responsibility for regulation and enforcement of commercial vehicles:

- DMV – Titling, vehicle registration, and permitting (in the Financial Responsibility Section), and commercial driver licensing (in the Commercial Driver License Section);
- Taxation – Fuel taxation;
- DOT – Engineering aspects of permit applications, rules and regulations for issuance of OS/OW permits; and

2.3 State Police – Enforcement of weight, size, and safety regulations.

2.4 CURRENT CVISN STATUS IN RHODE ISLAND

The DMV joined with other stakeholders within the state approximately seven (7) years ago to develop and write a CVISN Project Plan and Top-Level Design. At that time, the CVISN Project Plan and Top-Level Design was accepted and approved by the FMCSA, grant funding was awarded, but no further project activity resulted from that Plan. The document was originally developed in March 2007 and subsequently updated in September 2012 to reflect how the State’s planned CVISN Program and projects had evolved over time.

To revive the CVISN Program, the DMV was required to update its CVISN Program Plan and Top-Level Design, and in 2012, it received approval of the updated Project Plan. The approved Plan includes seven (7) specific Core CVISN projects and their current statuses:

CVISN Functionality	Current Status
Electronic Credentialing Administration	
1) Supporting Electronic Credentialing for IRP	Contacting current vendor for quote
2) Supporting Electronic Credentialing for IFTA	In progress
3) Participating in IRP Clearinghouse	completed
4) Participating in IFTA Clearinghouse	completed
Safety Information Exchange	
5) Deployment of CVIEW	Procurement needed
6) Deployment of Aspen	completed
Safety Information Exchange	
7) E-screening deployment at one or more fixed/mobile site	Quote received

In addition to the Core Compliance projects, Rhode Island requested funding to obtain a contractor (Program Manager/System Architect) to provide ongoing oversight and support to the State’s CVISN Program.

While future projects may be identified to deploy additional functionality, the projects listed above address identified barriers to change and deliver much of the desired systems and functionality expressed by the DMV CVISN Team. The contractor will work with stakeholders to coordinate all information technology/functionality and assist in the drafting of a procurement document to obtain CVIEW vendor services. Additionally, the contractor not only has to have a working knowledge of the FMCSA CVISN program, they must have a working knowledge of FMCSA PRISM Program as well.

The DMV is seeking to deploy a new capability in the area of electronic credentialing for intrastate commercial vehicle operators choosing to newly register or renew their commercial vehicle registrations in Rhode Island. This process is now an extremely antiquated and labor intensive effort. This project falls under the CVISN goals defined

by the FMCSA. To make this change from a manual to a streamlined process accessible via the internet is a major program goal in which the contractor would be involved. The selected contractor from this RFP will work with both the IRP vendor and the DMV CVISN Team to advise and ensure that the electronic IRP solution is in compliance with FMCSA Core Compliance guidelines and directives.

3.0 SCOPE OF WORK

The contractor shall furnish management, technical, and coordination services to the DMV in support of the Core CVISN Compliance work objectives. The ideal period-of-performance would be one (1) year, but not more than two (2) years.

The contractor is responsible for the project management of the CVISN Program and ensuring that the statewide deployment of all projects identified to implement Core CVISN Capabilities are carried out in a timely manner and within budget.

The contractor is responsible for providing direction for the work of state personnel and private contractors in multi-disciplined design, and plan review, including reviews of computer system design to ensure compliance with national CVISN architecture standards.

The contractor is responsible for identifying, developing, and encouraging agency implementation of policies and processes having multi-agency application regarding the design, installation, maintenance, and coordination of CVISN and PRISM related information systems.

Schedule and lead program status meetings: prepare agendas, coordinate logistics, coordinate and review presentations for accuracy, completeness, and applicability. Facilitate discussions at functional and technical group meetings and create and disseminate minutes of those meetings to relevant stakeholders and the DMV CVISN Team.

Be responsible for executing CVISN Program Manager/System Architect functions, defining the physical entities or subsystems within which such functions reside, the data interfaces and information flows between physical subsystems and the communications requirements associated with information flows.

Be responsible for facilitating and documenting requirements for CVIEW system by collaborating with Rhode Island CVISN stakeholders and project participants who currently include the:

- Division of Motor Vehicles (DMV);
- Division of Taxation;
- Department of Transportation (DOT);
- State Police

The contractor is responsible for:

- Establishing project-specific goals, objectives, and timelines to be reviewed and approved by the DMV CVISN Team.
- Developing and maintaining all phases of the DMV's CVISN and PRISM Program Plans.
- Developing and maintaining the required Memorandum of Understanding (MOU) among the stakeholders involved in PRISM and CVISN projects, if applicable.

The selected contractor will:

- Assist in the development of program contracts, Requests for Response (RFR), Requests for Information (RFI), Requests for Proposals (RFP), reviewing and making effective recommendations for acceptance of scope of work documentation, and cost estimations as may be needed to implement Core CVISN Compliance projects, as well as develop the needed procurement strategy with the Program Manager.
- Identify, assess, and communicate to State and Federal CVISN partners and private industry the impacts of current and developing technologies.
- Represent the DMV at meetings of regional and national CVISN, PRISM and ITS/CVO committees and report meeting content and activity back to the DMV CVISN Team.
- Not remove key personnel from the project without written approval from the DMV.
- Assist in decision-making in all matters of the design process, advising senior management of decisions, and soliciting input and alternatives for decisions of major impact to the CVISN and PRISM programs.
- Define and develop CVISN Program status reports, prepare milestones and status summaries, as required by both the DMV and FMCSA, including a proposal for the resources needed from DMV to accomplish the Top Level Design goals and objectives.

The selected contractor will be required to:

- Create a new schedule of accomplishment and milestones for the three (3) Core CVISN deployment projects in the Rhode Island Program Plan.
- Ensure that the plans for functionality as described in Figure 2.2-1 and Figure 2.2-2 of the State's Program Plan (Appendix B) are adhered to in the proposed project implementation to achieve required Core CVISN functionality.

- Create an up-to-date Memorandum of Understanding (MOU) for stakeholders that includes data sharing agreements, and actively work with all participants' legal offices to accomplish this task and obtain agency head signatures. This MOU will need to be forwarded to FMCSA when completed.
- Work with DMV staff to create any needed Interagency Service Agreements (ISA's) necessary for project implementation and provision of funding from the CVISN grant.
- Work with stakeholders to develop and implement procurement plans as detailed in the State's CVISN Program Plan and Top-Level Design, or as needed.
- Update and maintain a comprehensive list of "match" monies to meet the state contribution required by FMCSA for each CVISN grant dollar spent.

The selected contractor is required to submit quarterly progress reports to the lead agency, which is the DMV. The report, an electronic file of a quarterly progress report, shall be submitted to the DMV's CVISN Team, on or before the 20th of the month following the end of the quarter being reported. Specifically, the quarterly reports will be due no later than January 20, April 20, July 20, and October 20.

At a minimum, the quarterly report will contain the following:

- The project ID number or contract number, project title, a brief description of the project, name and phone number of the project contact, and the reporting period.
- Budget and scheduling information, including the date the project was initiated, the estimated completion date, cost estimate and expenditures during reporting period.
- A brief description of the activities conducted during the reporting period, including any milestones attained and significant events.
- A discussion of any problems encountered or anticipated (e.g., scope changes, changes in project limits, funding requirements, technological constraints, institutional issues, project schedule delays), as well as recommended solutions to such problems.

The selected contractor will:

- Provide the DMV grant writer with project information that is sufficient to meet FMCSA report requirements in a timely manner (January 20, April 20, July 20, and October 20).
- Work with project stakeholders to ensure compatibility with national ITS and CVISN architectures, and will ensure that DMV deployments are consistent with the national CVISN architecture.

- Provide system architect services to oversee the technical implementation of the State’s CVISN projects, and to ensure all projects conform to FMCSA and State IT standards.
- Ensure all stakeholders remain engaged in CVISN Program and are aware of program’s most recent accomplishments/issues through a combination of meetings, e-mails, reports and formal presentations.
- Participate in national CVISN forums to include:
 - Monthly CVISN Program Manager conference calls
 - Monthly Architecture Configuration Control Board (ACCB) calls
 - National CVISN Deployment Workshops
- Work with the DMV grant writer and appropriate stakeholders to respond to future CVISN funding opportunities.
- Consult with the DMV and DoIT to provide any guidance required and to review the CVIEW procurement documents to ensure CVISN compliance.
- Consult with the Rhode Island State Police to assist in the development and procurement of a Mobile Inspection Station.

4.0 QUALIFICATIONS

In addition to the Mandatory Requirement, it is desired the offerors have the following qualifications:

- Ten (10) years of experience in managing complex projects with multiple tasks.
- Five (5) years of expertise in the development and management of CVISN and PRISM federal programs including project plans, schedules, budgets, and resource allocations. This position requires knowledge of current and emerging CVO practices, knowledge of state and federal commercial vehicle laws, regulations and cooperative agreements, industry practices, and other states’ commercial vehicle operations.
- Experience with methods needed to create and communicate strategic and business plans for CVISN, PRISM, and ITS/CVO-related projects and state agency functions in the commercial vehicle arena. Experience with the development of strategic ITS/CVO regional business plans to ensure compatibility with adjoining states. This position requires extensive knowledge of “e-Credentialing”, “Roadside Safety” and “e-Screening” requirements for CVISN and PRISM programs.
- Experience with state and federal budget management, planning, and administration for inter-agency budget proposals.

- Experiences with FMCSA grant application/development process.
- Five (5) years of experience in assisting a PRISM and CVISN team in identifying, developing, implementing, and managing information system policies regarding the deployment and maintenance of the CVISN Program.
- Six (6) years of experience in planning, designing and implementing electronic transponder data exchange technology.
- Five (5) years of experience in planning and designing of a Weigh-In-Motion Facility using ITS/CVO technology principles and standards.
- Ability to integrate Weigh-In-Motion and electronic transponder data exchange technology to meet “e-Screening” requirements for the CVISN and PRISM Programs. Knowledge of dedicated short-range communication technology, fiber optic technology and wireless communication technology.
- Five (5) years of experience using Project Management tools, preferably MS Project, and expertise with project management fundamentals and principles. Ability to provide effective oversight to projects, identifying problems and constructing plans of actions to mitigate risks.
- Five (5) years of experience with information system design, documentation principles, and quality management techniques, identifying problems and assessing the impact of problems. Display strategic and creative thinking regarding the deployment methods of multiple projects having long-term impacts on the State’s infrastructure.
- Five (5) years of experience with designing, organizing, leading, and conducting executive level workshops, benchmarking, and surveying. Experience with coordinating activities of multiple projects to achieve one coordinated outcome.
- Ability to communicate effectively and interface with customers, private sector business executives, high-level regulatory agency managers, legislators, executive management and technical staff.
- Ability to work with multiple state and federal agencies on highly complex issues and projects.
- Ability to work with staff at all levels within the organization including the executive level.
- Ability to effectively communicate technical and non-technical information (written, oral, and presentations).
- Ability to oversee the Independent Validation and Verification process of the State’s CVISN Program to ensure nationwide compatibility.
- Ability to provide essential materials to perform the above stated tasks.

- Ability to effectively guide and mentor new CVISN Program requirements to various Rhode Island constituents, internal and external constituents, DMV associates, analysts, subject matter experts, business liaisons, IT development team, as well as cross-functional and cross-organizational governance teams to provide enterprise assessments and recommendations for optimum business applications changes, business processes and services based on CVISN Program changes.
- Ability to apply new concepts and technology capabilities like Service-Oriented Architecture (SOA), Enterprise Service Bus (ESB), Enterprise Application Integration (EAI) and Business Process Management Systems (BPMS) Architectures and Platforms while fulfilling CVISN Program requirements.

5.0 PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasng.ri.gov no later than the date and time indicated on Page One of this solicitation. Please reference RFP #7549042 on all correspondence. Questions should be submitted in a Microsoft Word Attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP #7549042 – Program Manager CVISN**” to:

RI Dept. of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall conclude the following:

1. A completed and signed four-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with original proposal only.**
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described elsewhere in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel or .pdf format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original."

6.0 BUSINESS PROPOSAL CONTENTS

Offerors are expected to examine carefully all of the provisions and requirements of the RFP and to submit a proposal which is in strict compliance with the requirements and terms. All Proposals shall be labeled with the RFP #7549042, title of the RFP, offeror's name, address, and telephone number.

The Proposal(s) shall include the six (6) following headings:

1) RFP Form

The State's RFP form completed and signed.

2) Executive Summary

The one- or two-page Executive Summary is to briefly describe the offeror's Proposal. This summary should highlight the major features of the Proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the Proposal by reading the Executive Summary. Proprietary information requests should be identified in this section.

3) Detailed Response

This section should constitute the major portion of the Proposal and must contain at least the following information:

- A complete narrative of the offeror's assessment of work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror understands of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
- A specific point-by-point response, in the order listed, to each requirement in the RFP.

4) Cost Proposal

Cost will be evaluated independently from the technical proposal.

A detailed presentation of the overall budget distributions for each task defined in the Rhode Island CVISN Top Level Design & Program Plan, including proposed compensation rates (direct labor plus overhead and fee) for key personnel that would be assigned to the project, as well as the names and titles of those key personnel. Offerors must provide the milestones for payment schedule attached to this cost proposal which must match the CVISN Top Level Design & Program Plan.

Qualifications and References

A detailed presentation of the relevant qualifications of all key personnel assigned to the project. Please include:

- Company Name, address, telephone and website.
- Primary Contact, title, address, phone, email.
- Brief history of company including years established, product portfolio including:
 - Offerings. Please include specific products, services, or awards that distinguish your company from competition in deploying CVISN compliant systems as well as PRISM program implementation projects.
- Resumes and at least three references for key personnel proposed for the project.

Each Proposal hereunder shall remain valid for at least thirty (30) days from date proposals are due, and thereafter until the offeror withdraws it, a contract is awarded and executed, or the RFP process is terminated by the DMV.

Proposals shall be prepared simply and economically, providing a concise description of the offeror's ability to meet the requirements of this RFP. No credit will be given for packaging, marketing, or promotional materials. Emphasis should be on clarity and completeness, and on straightforward responses to the requirements.

5) Additional Information

Charts, graphs, and attachments, if any.

7.0 EVALUATION PROCESS

- A. An Evaluation Committee will be formed for the purpose of assessing the proposals against the following criteria with weightings as shown. Proposals will first be rated “acceptable,” “potentially acceptable” or “unacceptable.” All acceptable and potentially acceptable proposals will continue on to the next phase of the evaluation. Unacceptable offerors will be notified at this time.

<u>Criterion</u>	<u>Weight</u>
Vendor Qualifications – Technical & Business Expertise	40%
Project approach	15%
Experience and References	10%
Cost	35%

Technical proposals must receive a minimum of 45 (out of 65) points to warrant further consideration. Proposals not receiving the minimum technical score will not have the accompanying cost proposal opened or evaluated.

The State reserves the right to reject any or all proposals submitted as a result of this bid process. The State also reserves the right to award on the basis of cost alone and to act in its best interest. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The technical review Sub-Committee will present written findings, including the results of all evaluations, to the Division of Purchases. The State Purchasing Agent, or her designee, will make the final award decision.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchase can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

- B. Evaluation of the Business Proposal.** Proposals scoring the required minimum will continue to the next phase, the scoring of the Demonstration of your proposed system. Offeror's will be notified at this time if their proposal scored high enough to continue in the evaluation process.
- C. System Demonstration.** The cost proposal remains unopened until the Business Plan, Experience and References, and the System Demonstration(s) are completed and scored. The Business Proposal, Experience and References, System Demonstration(s), and Cost will be added together to obtain the total points scoring for the proposal.

8.0 SELECTION PROCESS

Contract(s) will be awarded to the offeror who best satisfies the overall requirements of the RFP. Awards will be made to the responsible offeror whose proposal is most advantageous to the program, but not necessarily to the offeror quoting the lowest dollar amount or lowest rates. The DMV will use the following process and criteria to evaluate proposals:

Step 1: Initial Screening

An initial screening of RFPs will be conducted to determine overall responsiveness and verification that responses contain all mandatory specifications. The DMV reserves the right to disqualify any proposal it deems nonresponsive.

Step 2: Evaluation of Proposals

The evaluation will emphasize each offeror's qualifications and capabilities, experience in providing the required services, the offeror's standing in the industry, references (if requested), the offeror's ability/plan to deliver quality and timely service, and pricing (lowest price/overhead/profit, compliance with the grant award requirements, and ability to complete the project within the amount of the award). Consideration will also be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The DMV must be able to determine that the offeror has the management, technical experience, and capabilities to perform the Scope of Services. Failure to provide the necessary information to meet these requirements may result in disqualification or a lower rating.

The DMV will evaluate whether the Proposal clearly defines the full and final cost of the services to be incurred by the DMV. As cost is a significant part of the selection process, any ambiguity with respect to cost, may result in disqualification. Any and all charges for proposed services associated with the RFP must be disclosed in writing in advance to

the DMV before any such cost is incurred. The DMV reserves the right to negotiate profit and overhead percentages with each offeror.

The DMV views the experience and availability of the contractor as key to its needs and places a great emphasis on evaluating this part of the Proposal. It is expected that the proposed CVISN contractor will be committed full-time to the project over the course of the entire project, unless otherwise approved by the DMV.

Step 3: Interviews

Based on review of the technical qualifications and pricing, finalist candidates may be selected for interview. The DMV may interview three (3) of the top ranking offerors that submitted responsive Proposals. The timing of the evaluation of offerors and all other steps in the evaluation or award process shall be based on the sole discretion of DMV.

Step 4: Reference Checks

The DMV may contact any and all references provided by the offeror. Incorrect contact information for a reference disqualifies that reference, and may negatively impact the offeror's submittal.

ATTACHMENT A

CVISN System Design Diagram and Computers and Network Diagram

Figure 2.2-1 CVISN System Design Diagram

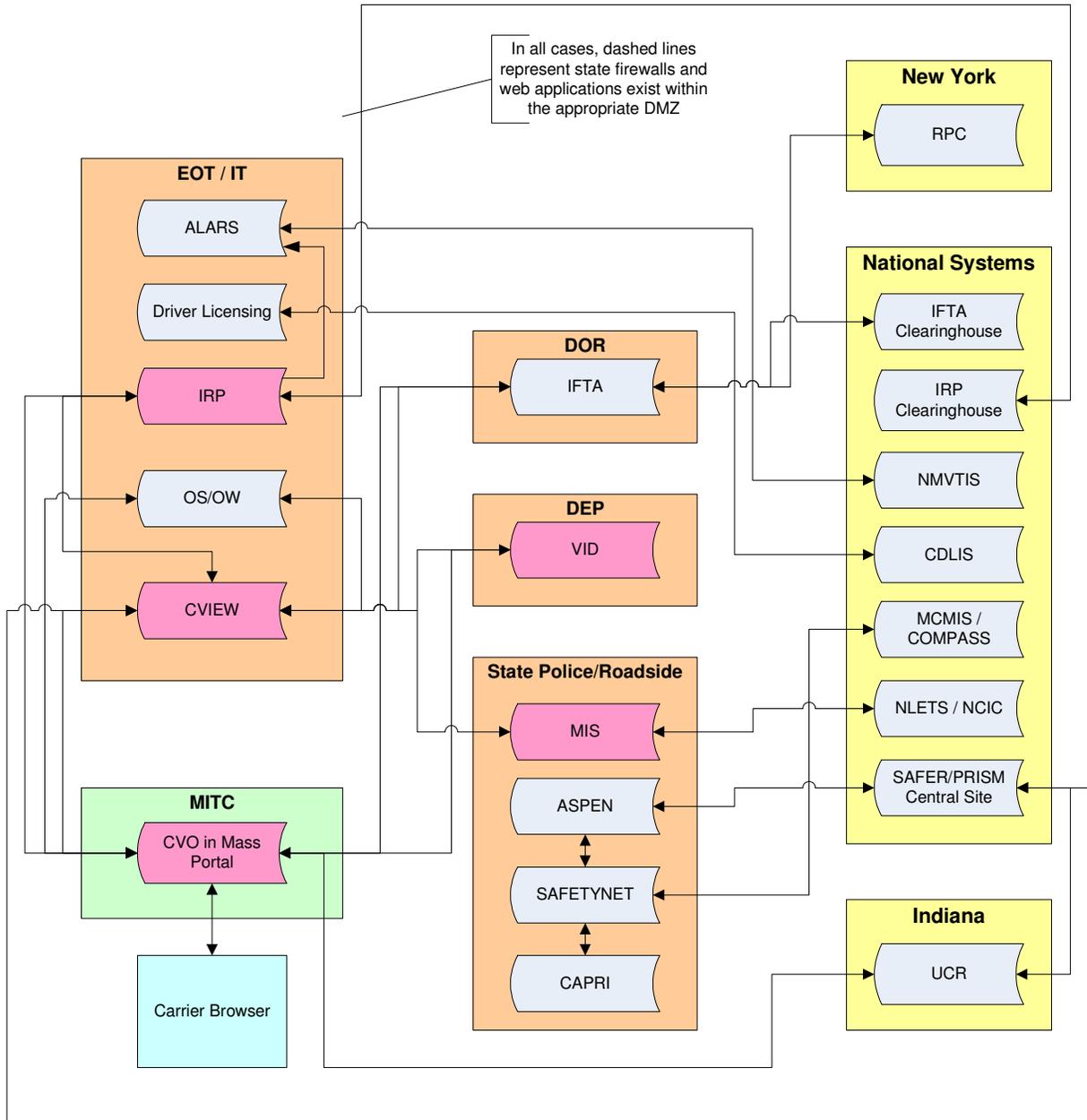


Figure 2.2-2 Computers and Network Diagram

