



Solicitation Information
11/7/2014

RFP# 7549122

TITLE: Motor Vehicle Plate Production and General Reissuance

SUBMISSION DEADLINE: Friday, 12/19/2014, 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES

MANDATORY: YES

DATE: November 19, 2014, 9:00 AM ET

LOCATION: Plate Production Facility, Rhode Island Department of Corrections, 9 West Road, Pastore Complex, New London Avenue, Cranston, RI 02920

Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions2@purchasing.ri.gov no later than **4:00 PM ET, November 26, 2014**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. 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.

SURETY REQUIRED: NO

George Welly
Interdepartmental Project Manager
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 three-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

REQUESTS FOR PROPOSALS

for

RFP# 7549122

**Statewide General Issuance Plate Production and General
Reissuance**

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DEFINITIONS

As used in this Request for Proposal (RFP), the terms listed below means as follows, except where the context dictates otherwise.

Term: Definition

Blank(ing): The process of applying preprinted sheeting to aluminum and cutting to a specific size.

Business Proposal: Offeror's response to RFP questions and requirements, business plan and program information

Contract: Any agreement resulting from this RFP

Cost Proposal: Offerors proposed costs to the state for services provided in the offeror's proposal

DMV: Division of Motor Vehicles

EOC: Enterprise Operations Center

EST: Eastern Standard Time

F.O.B.: Freight On Board

Offeror: An organization, company, group, firm, individual, etc. that submits a proposal to this RFP

Plate: A metal plate containing relevant registration information that is affixed to a motor vehicle.

Plate Set: For purposes of pricing, purchase order award and billing, plate set is the required issue to each registered vehicle. Attachment E quantifies the single plate sets for trailers, motorcycles and campers and the paired plate sets for all other vehicles, for both reissuance and annual issue counts.

R.I.G.L.: Rhode Island General Law

State: State of Rhode Island

VIN: Vehicle Identification Number

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 (DMV), is soliciting proposals from qualified firms to produce sheeting containing the vehicle registration alpha numeric information and a digital validation sticker for all vehicles subject to the statewide general reissuance program. Correctional Industries will use the sheeting and existing equipment to produce the flat plates. Plates and associated registration certificates will be retrieved by the offeror to be mailed to motorists. Offeror will also be responsible for developing an ordering system for stock plates, remakes and vanity plates during the term of the contract and will also be responsible for producing the sheeting for these plates containing all of the required registration information on the sheeting. The sheeting will be provided to Correctional Industries which will be responsible the blanking of the plates. In accordance with reissuance and daily stock requirements please reference section 1.2 below.

1.2 CONTRACT OBJECTIVES

The primary objectives of the contract are to:

1. Meet the requirements of the general statewide reissuance outlined in R.I.G.L. 31-3-33 by producing sheeting preprinted with the new general issuance plate design and all required registration information and providing it to Correctional Industries so that Correctional Industries can produce the flat plates using existing equipment. Offeror will then retrieve the plates and registration certificates and will be responsible for mailing the plates and certificates to the registered vehicle owner.
2. Provide the DMV for the term of the contract with a system to order stock, remakes and vanity plates for general issuance plates and produce the sheeting preprinted with the new general issuance plate design and all required registration information to be delivered to Correctional Industries for plate production and distribution to DMV.

1.3 BACKGROUND EXPLANATION

Rhode Island residents are required to properly register their motor vehicles with the Division of Motor Vehicles (DMV). A registration is evidence of having paid the registration tax and fees. For motor vehicles, the registration consists of a metal license plate which is placed on the motor vehicle and a registration certificate.

A license plate is issued upon initial registration of a vehicle. Pursuant to R.I.G.L. § 31-3-33, a general plate reissuance is required every ten years. Registrants will receive a new registration certificate (with validation stickers) upon receipt of the renewal application and payment of renewal fees.

Rhode Island currently uses a metal license plate with the alpha numeric system, meaning there are combinations of letters and numbers used for identification. The current general issue license plate has a six (6) character configuration. Depending on the plate type, some registrations utilize only numbers.

The Department of Revenue has a contract with Correctional Industries to manufacture and distribute license plates. The DMV has forty (40) different types of plates (passenger, commercial, combination, etc.). Last year, one hundred forty-two thousand one hundred ninety-one (142,191) “wave” license plate orders were placed. This resulted in the production of two hundred sixty-eight thousand three hundred seventy-one (268,371) plates in total being produced.

The current general issue license plate includes “Rhode Island” and the state motto, “Ocean State”. The license plates we currently produce are embossed metal. License plates are issued by the Department of Revenue. When additional license plate inventory is needed, the Department sends an order request to Correctional Industries. After manufacturing the license plates, Correctional Industries delivers the order to the Plate Department of the Division of Motor Vehicles. There are currently two (2) major points of inventory control. The first is at Correctional Industries, after a license plate is manufactured. The second is when the Plate Department receives the license plates, and checks the plates for accuracy and compares the delivery to the purchase order. The Plate Department maintains its own inventory count of all types of plates using manual inventory logs.

A customer receives his license plate and/or registration certificate over the counter. Over the counter issuance is provided by all DMV branches, AAA locations and participating auto dealerships. To allow for over the counter issuance, offices must be stocked with an adequate supply of license plates. Over the counter issuance involves a customer coming into an issuance office and walking away with the license plate and/or registration certificate. New license plates are generally provided for new registrations or those who choose to pay for a new plate. Original and renewed license plates are always accompanied by a registration certificate.

The current ordering process is very manual. The DMV prints a plate report every week. This plate report includes all the plates that were ordered through the various available channels that interact directly with the legacy system, such as the DMV counter, AAA and RI.GOV (veteran and vanity plates). These plate orders can also be remakes of current plates.

Vanity plate, veteran plate and plate remake orders all go through the same manual process after being ordered. These orders are all processed by using a spreadsheet created by DMV, and then the spreadsheet is sent to Correctional Industries. The plates are then created to fulfill the orders and sent to the DMV for processing. The DMV manually counts and inventories all of these orders. Once verifying that all of the proper plates were received, the DMV then sends each customer a post card informing the customer that their ordered plates are ready for pickup.

The DMV also processes specialty plate orders for local charities and other organizations. These orders are again completed using manual process where the charity or organization sends its order, in the form of a spreadsheet, to the DMV. The DMV then creates a spreadsheet for the order to send to Correctional Industries to produce the plates. The plates are then received and inventoried manually, and the DMV notifies the charity or organization that their customers’ plates are ready for pickup. Then, as the final step, the charity or organization informs their costumers that their plates are ready for pickup. Before a charity or organization can have their own plate with the DMV, they must first submit and gain approval for their plate design and obtain 900 plate orders for the DMV to begin offering their specialty plate.

The DMV stock plate inventory is stored at Correctional Industries until stock plate orders are placed. Stock plate orders are then sent to the requested destination(s). They are received and inventoried manually in the same manner as other plates.

1.4 SCHEDULE OF EVENTS (All times listed are local Rhode Island times)

A. Issuing Office and RFP Reference Number

The State of Rhode Island Division of Purchases is the issuing office for this document and all subsequent addenda relating to it, on behalf of the DMV. The reference number for the transaction is solicitation #7549122. This number must be referred to on all proposals, correspondence and documentation relating to the RFP.

B. Response Date

One original and ten (10) identical copies of each proposal must be received at the State of Rhode Island Division of Purchases, One Capitol Hill, Providence, RI 02908, prior to the closing date and time specified, December 19, 2014 at 11:00 AM EST. Proposals received after the deadline will be late and ineligible for consideration. Information pertaining to names of the firms submitting proposals will be available after the proposal due date at <http://www.purchasing.ri.gov/bidding/BidSearch.aspx>.

C. Questions

Offerors are invited to submit written questions and/or requests for interpretations or clarifications of the RFP to DOA.PurQuestions2@purchasing.ri.gov before the questions deadline, which is no later than November 26, 2014, at 4:00 PM ET. All submissions will be answered within a reasonable timeframe no later than close of business December 3, 2014, and posted as an addendum to this solicitation on the Division of Purchases website.

1.5 ADMINISTRATIVE GUIDANCE

A. General Information

The purpose of this RFP is to enter into a contract with a qualified firm to provide materials and services for statewide reissuance plate production and distribution project. 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.

B. 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.

C. Starting Date

The successful offeror must be prepared for prompt implementation, to be in compliance with the statutory requirement of reissuance beginning September 1, 2015. In order to comply with that date, the successful offeror will be expected to begin working with the state no later than March 1, 2015.

D. Term of Contract

The contract resulting from this RFP will be for a period of five (5) years.

1.6 INSTRUCTIONS TO OFFERORS

A. 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.

B. 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 Section 4 (“Proposal Response Format”) of this document. Misleading and/or inaccurate answers may be grounds for disqualification at any time in the procurement process.

C. 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.

1.7 PROPOSAL OBLIGATION

An award 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.

1.8 PROPRIETARY INFORMATION

The proposal of the successful offeror becomes public information. Proprietary information, clearly marked as such, 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.

1.9 STANDARD INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Offerors 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.
- 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 non-responsive.
- 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 offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES 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 of Purchases.
- It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror proposal and the subcontractor(s) to be used are identified in the proposal.
- 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.
- 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).*
- Bidders are advised that all materials submitted to the State for consideration in response to this Request may be considered to be public records, as defined in Title 38 Chapter 2

of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request, once an award has been made.

- This is a Request for Proposal (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated based on a variety of criteria including, but not limited to, cost and qualifications.
- There will be no public opening and reading of responses received pursuant to this RFP, other than to name those vendors who have submitted responses.
- The State has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov. To speak with an MBE officer, call (401) 574-8253.

Equal Employment Opportunity (RIGL 28-5.1)

§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

- 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.

INSURANCE REQUIREMENTS

Vendors shall procure at their expense and maintain all insurance required in form and terms acceptable to State for the duration of the contract or as otherwise specified. Vendor shall provide State with replacement Certificate(s) and endorsements upon expiration, renewal, expiration or cancellation of the policies during the term of the contract, unless a longer period is specified. All certificates and endorsements shall reference the solicitation.

- A. Commercial General Liability Insurance:** Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.
- B. Auto Liability Insurance:** Auto Liability Insurance covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000

will be obtained.

- C. **Workers Compensation:** Workers Compensation coverage in compliance with the workers' compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee.
- D. **Alternative Employer Endorsement** shall be required for both the workers compensation and employers liability policy.
- E. **Professional Liability Insurance:** Coverage to include Errors or Omissions, Product Failure, Security Failure, Professional Liability and Personal Injury. Contractor will obtain Professional Liability Insurance with minimum limits of \$1,000,000 per occurrence and aggregate.
- F. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this section or in any way limit the Contractor's liability.
- G. The Commercial General Liability Insurance, Auto Liability Insurance and the Professional Liability Insurance shall include the State, agencies, officers and employees as Additional Insured but only with respect to the Contractor's activities under the contract.

The insurance required through a policy or endorsement shall include:

- A waiver of subrogation waving any right to recovery the insurance company may have against the State, its agencies, officers and employees.
- A provision that Contractor's insurance coverage shall be primary to any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees. Any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees shall be in excess of the Contractor's insurance and shall not contribute.
- There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without 30 days written notice from the Contractor or its insurer(s) to the Department of Administration, Division of Information Technology and to the Purchasing Agent. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.
- Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Purchasing Agent.
- The Contractor shall pay all deductibles, self-insured retentions and/or self-insurance included hereunder.
- The Contractor shall disclose to the State the amount of any deductible, self-insured retention and/or self-insurance. The State reserves the right to reject any such insurance as not complying based on the amount of the deductible,

self-insured retention and/or self-insurance.

- The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

1.10 ORAL PRESENTATION/ DEMONSTRATION

An oral presentation of the proposal and a demonstration of the proposed system's capabilities are required. The offeror's project manager and other key staff members, as designated by the Evaluation Committee, must be available to answer questions. The offeror's project manager must present the proposal and conduct the demonstration. Assistance from other project staff members is acceptable. The Evaluation Committee reserves the right to require a demonstration of any proposed equipment. The demonstrations will be done at the sole expense of the offeror. Offerers must be available to do system demonstrations January 20, 2015 through January 22, 2015.

1.11 PROPOSAL OPENING

Proposals timely received in response to this RFP will be opened at the issuing office 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.

1.12 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 offeror's expense.

1.13 REJECTION OF PROPOSALS

The Division of Purchases 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.

1.14 INCURRING COSTS

The state is not liable for any costs incurred by offerors 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.

1.15 CANCELLATION AND REJECTION OF BIDS

An invitation for bids, a request for proposals, 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 Rhode Island Procurement Regulations.

1.16 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.

1.17 NEWS RELEASE

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 SCOPE OF WORK

2.1 GENERAL RESPONSIBILITIES

Task 1:

Meet the requirements of the general **statewide reissuance** outlined in R.I.G.L. 31-3-33 by producing preprinted sheeting with the new general issuance plate design, containing the vehicle registration alpha numeric information and a digital validation sticker, for all vehicles subject to the statewide general reissuance program and providing it to Correctional Industries so that Correctional Industries can produce the flat plates using existing equipment. Offeror will then retrieve the plates from Correctional Industries and registration certificates from the EOC and will be responsible for matching and mailing the plates and certificates via First-Class Mail to the registered vehicle owner. Offeror is required to provide adequate testing on all plate types to ensure proper formatting of preprinted registration information.

Task 2:

Provide the DMV, for the term of the contract, with a system to order stock, remakes and vanity plates for **general issuance plates** and produce the sheeting preprinted with the new general issuance plate design and all required registration information to be delivered to Correctional Industries for plate production and distribution to DMV with the exception of validation stickers. Offeror is required to provide adequate testing on all plate types to ensure proper formatting of preprinted registration information.

3.0 PROPOSAL CONTENT

3.1 BACKGROUND INFORMATION AND REFERENCES

For each of the following statements or questions, offerors shall provide complete, concise, and accurate information. Failure to provide the information in the form requested or inaccurate or misleading information or answers may result in rejection of the proposal from evaluation. Please indicate the section number and page number immediately preceding your response. Before execution of contract, the successful offeror must qualify to do business in the State of Rhode Island.

Each offeror, by signing the proposal, agrees to allow the Evaluation Committee to contact any and all of the offeror's references, and/or other persons or entities for which the offeror performs or has

performed uninsured motorists database functions.

Provide the following verifiable information:

- a. Complete listing of all prior or current contracts with public entities to provide statewide reissuance plate production and distribution project or substantially similar program, during the past three (3) years. List contract beginning and ending dates.
 - Name and state of operation of public entity or business.
 - Name of key contact person(s) for the contract.
 - Business and electronic mailing address, telephone and fax numbers for the individual(s) listed.
 - Summary of the scope of the contract and the types of activities performed.
 - Duration these services have been performed.
 - Volume of vehicles and drivers dealt with in the database.
- b. Provide financial statements and financial ratings for offeror.
- c. The offeror must provide past references, performance records and/or letters of satisfaction indicating a fully functional Statewide Reissuance and General Issuance Project or substantially similar project.
- d. Provide additional information the offeror would like the state to consider during the evaluation of the RFP.

3.2 ORGANIZATIONAL EXPERIENCE AND CAPABILITY

Provide detailed explanation of all relevant organizational experience, current production capabilities and current fulfillment capabilities. Inventory or ordering system experience and capabilities should also be included.

3.3 BUSINESS PLAN REQUIREMENTS

A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements are required. This should demonstrate the offeror's understanding 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.

The mandatory requirements and offeror deliverables for the Statewide General Issuance Plate Production and General Reissuance are outlined in this RFP.

3.4 TECHNICAL REQUIREMENTS

Reissuance Technical Requirements

Offeror will also be responsible for developing an ordering system for stock plates, remakes and vanity plates during the term of the contract and will also be responsible for producing the sheeting for these plates containing all of the required registration information on the sheeting. The ordering system is required to be both web-based and stand alone, unless an alternative methodology is

presented that is more advantageous and agreed upon by the state. This system must also ensure that no plates can be replicated during the production ordering process.

Validation sticker will be digitally printed on the plate for the period of the reissuance, after that time DMV will be reverting back to physical validation stickers and digitally printed stickers on the plates will be discontinued. Digitally printed validation sticker must match year and color of scheduled validation sticker, which will be determined by the DMV. Offeror must ensure that the digitally printed validation sticker (both month and year) matches the registration certificate's expiration date. Only reissuance plates will be printed with the digitally printed validation sticker. Stock plates, vanity plates and plate remake orders will not have the digitally printed validation sticker.

State will create daily reissuance file and send to offeror. This file will include the information for the registration certificate.

In regards to errors in production for preprinted sheeting that has to be scrapped, Correctional Industries will notify offeror by email or phone to the point of contact specified by the offeror within five (5) business days. Offeror is required to replace errors within three (3) business days of notification.

A Help Desk or Call Center must be established to answer customer questions related to the reissuance and the hours of operation must be Monday through Friday from 8 AM to 6 PM (EST). A reasonable service level agreement (SLA) will be established with criteria that will be determined by the State. Plate returns (i.e. undeliverable, errors, etc.) will be handled by the offeror with guidance from the DMV on how that process should work.

State will produce registration certificates and Correctional Industries will apply preprinted sheeting and blank the plates from the preprinted sheeting (specifications above) that is provided from offeror. Offeror must then retrieve both the registration certificates and the plates, and package the correct registration certificate with the matching plate. Once this process of correctly matching registration certificates with their corresponding plates is completed and packaged, offeror must then mail via First-Class mail to registrants. After the packaging and mailing process is complete, offeror must then send a confirmation of a delivery/non-delivery list to the DMV.

A flowchart has been provided by the DMV for reference purposes; see Attachment C (DMV Reissuance Flow Chart).

Offeror is required to provide an instruction sheet to each registrant, information for this instruction sheet will be provided by the DMV (see Attachment G).

Stock Plate, Vanity Plate and Plate Remake Orders Technical Requirements

Offeror is required to maintain sheeting inventory for stock plate, vanity plate, and plate remake orders. Sheeting for stock plates, vanity plates and plate remakes will be printed without digital validation sticker. DMV will provide a file with order details on a weekly basis. Correctional Industries will manage the plate inventory for stock plates, vanity plates and plate remakes. Correctional Industries will be responsible for delivery of the plate inventory for stock plates, vanity plates and plate remakes to the DMV (see Attachment C).

General Technical Requirements

To assist the Correctional Industries with inventory control, the offeror shall mark the sheeting with an integral, directional image that incorporates the lot number so that Correctional Industries can employ first in - first out principles. Offeror will also advise Correctional Industries of an acceptable inventory level to cover all potential work stoppages during project implementation.

The offeror must propose a security plan for the control and handling of secure data and materials used in the plate production process, including finished plates. This security plan is focused on the entire solution life cycle and should include the security of the material from its creation through shipping/ storage and finally to its use. This includes the mailing of registration certificates and plates simultaneously. The security plan should discuss how scrap or waste material is handled at each step of the process. Security controls for protecting the data must be implemented in accordance with the Federal Information Security Management Act (FISMA), and NIST 800-53 publications.

State's secure transmission of data:

All transmission of data, especially data that exits the State network, must be encrypted in transmission. The state makes wide use of SFTP (Secure File Transfer Protocol) and this should be considered the standard method of data transmission between systems. Other methods (such as TLS) may be used where appropriate.

From an information/data security standpoint, the system security plan should include the minimum technical areas as follows.

- OS security
- Application security
- Database security
- Segmentation of duties by role
- Backup and recovery
- Fault tolerance or high availability
- Use of encryption in data transmission
- Use of encryption in data at rest as needed
- Malicious Code Protection
- Ability to audit events like permission elevation, configuration changes, user logon, and other applicable events

The offeror must have a disaster recovery plan. The State reserves the right to inspect the disaster recovery site. The offeror's system shall be held accountable for data recovery to the point of failure with no data loss from any scheduled or unscheduled outages. Production and order fulfillment shall pick up where it left off with no loss of integrity of the business transaction from any type of outage. In the event that Correctional Industries experiences an assembly malfunction that freezes the production of license plates, the offeror shall be prepared to provide plate assembly as defined in this RFP. This should be priced separately, in the case that this scenario becomes necessary.

The DMV is currently undergoing a Systems Modernization effort, as such; all proposed business solutions must be able to work in both environments. Offeror assumes any and all costs associated with developing and providing any such interfaces that may be required as part of any proposed business solution.

Offeror must provide packaging and distribution plan for the sheeting materials that prevents damage to each pallet of bulk packages, include the positioning of any labels and identifying information that may be affixed to the outside or inside of each shipping package.

Offeror will be responsible for any defects in the sheeting, including production order mistakes. Offeror will provide replacement sheeting at no cost. In the event the sheeting is adhered to the aluminum but the plate cannot be distributed because the final plate is defective because of a defect in the sheeting, the offeror will provide a set of completed replacement plates at no cost.

The offeror shall be responsible for the mailing and distribution of license plates and registration certificates to reissuance customers. This will include the instruction sheet that was previously discussed. This includes providing all packaging, labeling, and systems to manage and account for all shipments. The offeror shall provide all required hardware, software, consumables, and systems to mail a license plate and registration certificate directly to customers.

Delivery terms for all deliverables during the contract will be F.O.B. and the offeror will assume all liability until deliverables are signed for by state approved agents. Offeror is required to maintain all documentation and signatures for audit, tracking and investigative purposes. Delivery days and times must be coordinated with Correctional Industries for security reasons.

Reporting capabilities of ordering system are, but not limited to, as follows:

- Undeliverable plates and resolutions for those plate deliveries must be recorded
- Current status of in-transit orders and delivered orders is required
- Quantities and dates of orders are required
- Ad hoc reporting capabilities
- Additional reporting requirements will be discussed later

4.0 PROPOSAL RESPONSE FORMAT

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-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. One only completed and signed W-9 Form downloaded from the RI Division of Purchases at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>, or accessed by clicking on Bidding Information, then General Information and then Standard Forms.
3. **In a sealed envelope, marked Technical Proposal, RFP 7549122, an original and ten (10) copies of the Technical Proposal** as described in Chapter 3, and Section 4.2, above.
4. **In a separate sealed envelope, marked Cost Proposal, RFP 7549122, an original and four copies of a separate, signed and sealed Cost Proposal**, reproduced on Attachment A below clearly marked "Cost Proposal." Attachment A shall not be included in the Technical Proposal.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their technical proposal only in **electronic format (CD-ROM, or disc)**. PDF format is

preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”. Do not include form W-9 in the electronic copy,

4.1 EVALUATION PROCESS

- A. An Evaluation Committee composed of state employees will be formed to review proposals and make recommendations for award of the contract.
- B. The Evaluation Team will be responsible for conducting a comprehensive and impartial evaluation of all proposals. The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation.
- C. The evaluation process will consist of three (3) separate components: Technical Proposal Evaluation, System Demonstrations, and Cost Proposal Evaluation. The Technical Proposal, System Demonstration and Cost Proposal are worth a total of one hundred points.

Technical Proposal Component	Points Assigned
References	5
Technical Requirements	10
Organizational Experience and Capability	10
Proposed Business Plan	30
TOTAL TECHNICAL PROPOSAL	55 Points
 System Demonstration	 15
TOTAL TECHNICAL POINTS	70

- D. To advance to the System Demonstration phase, the Offeror’s technical proposal must receive a minimum of 44 (80%) out of a maximum of 55 technical points. To advance to the Cost Proposal Evaluation phase, the Offeror’s technical proposal score plus system demonstration score must total a minimum of 56 (80%) out of a maximum of 70 technical points. Any proposals scoring less than 56 points at this point will not have the Cost Proposal either opened or evaluated and the proposal will be removed from further consideration.
- E. Each technical proposal will be evaluated to determine whether it is complete and comprehensive. The State may request clarification of proposals. Proposals deemed by the Evaluation Team to be incomplete, non-responsive, or not in accordance with proposal submission requirements will be disqualified.
- F. Each proposal will undergo a technical review based on responses to the questions and requirements included in this RFP. The technical proposal is worth 55 points. The primary criteria are:
 - Commitment to service the State through high standards of performance;
 - Flexibility and innovation in addressing the State’s needs; and

- Demonstrated ability to deliver on representations and commitments concerning offeror's service.

G. System Demonstration. Cost proposals will remain sealed until the Technical Proposal and System Demonstration evaluations are completed and scored. System Demonstration is worth 15 points. Offerers must be available to provide system demonstrations in Cranston, Rhode Island January 20, 2015 through January 22, 2015.

H. Cost Proposal is worth 30 points. The Cost Proposal shall be submitted on Cost Proposal Form, Attachment A below. The Cost Proposal will not be evaluated unless the offeror achieves the minimum technical threshold score. The cost proposal includes two tiers of pricing, the price per each plate set for Section 2.1, Task 1 above, reissuance plates, and Task 2, stock plate issuance. The two prices will be weighted per quantity estimates on Attachment E below: 875,503 reissuance sets and 715,000 general issue sets. The sum of the two weighted task prices will be the bidder cost. The lowest cost bidder will receive 30 points. Other bidders will receive a proportional number of points based on the following formula:

$$\# \text{ Points Assigned} = 30 \times [\text{Lowest Cost} / \text{Offeror's Cost}]$$

The cost proposal must represent the total form of compensation proposed.

4.2 BUSINESS PROPOSAL CONTENTS

All proposals must be organized and tabbed with labels for the following headings:

- a. A completed and signed three page RIVIP generated Bidder Certification Cover Form downloaded from the Rhode Island Division of Purchases web site at Bidding Information, then General Information and then Standard Forms.
- b. **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.
- c. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - o A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - o A specific point-by-point response, in the order listed, to each requirement in the RFP.
- d. **Cost Proposal.** Cost will be evaluated independently from the technical proposal.

Offerors shall use the following information in the development of their cost proposals:

- The Cost Proposal should be stated as the price per each plate set, per Attachment E below, for each of two tasks described in Section 2.1 above, expressed in dollars and cents and recorded as numbers and in written words.
- The cost proposal offer shall reflect total compensation for all actual costs incurred for startup, operation, implementation, and enhancements to the database inclusive of, but not limited to, the following:
 - Administrative offices and staff
 - Cost of obtaining information from Division of Motor Vehicles
 - Communication/Hardware Costs
 - Cost of Transportation and Mailing
 - Cost of Call Center Operations, inclusive of staff
 - Monthly Maintenance
 - Development Costs
 - Processing Costs
- Transition costs must be included in total bid – the Division of Motor Vehicles is undergoing a computer modernization and the offeror must be able to accept files from and send to the current system as well as the modernized system, once it is effective.
- The Cost Proposal must be in a separately sealed and marked envelope, apart from the Technical Proposal.

e. **Additional information.** Charts, graphs, and attachments, if any.

5.0 PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at DOA.PurQuestions2@purchasing.ri.gov no later than 11/26/2014, at 03:00 p.m. ET. Please reference **RFP #** 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) 574-9709. **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 (**an original plus ten (10) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7549122**” to:

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

NOTE: Proposals received after the closing date and time specified, December 19, 2014 at 2:00 PM EST 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.

CONCLUDING STATEMENTS

Notwithstanding anything above, the Division of Purchases reserves the right to unilaterally: 1) accept or reject any, or all, bids, proposals, and award on cost alone; 2) cancel the solicitation at any time; 3) waive any technicality in order to act in the best interests of the State; and 4) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the required work within the specified time.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

COST PROPOSAL - ATTACHMENT A

Project: RFP # 7549122 Motor Vehicle Plate Production and General Reissuance

Rhode Island Division of Motor Vehicles

To: Department of Administration Division of Purchases

Submitted by: _____

(include firm address, telephone & contact e-mail address:

CONTRACT BID

Having examined the bid documents and in accordance with the scope of work and documents of the RFP , the undersigned, hereby offers to enter into a contract to perform the solicited work for the following prices per plate set produced from the preprinted general issuance and reissuance sheeting ordered pursuant to this contract:

Task 1. Reissuance plate sets _____
Price Per Plate set (written and numerically)

Task 2. New issue plate sets _____
Price per plate set (written and numerically)

1.3 ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety days from the bid closing date. If this bid is accepted by the Division of Purchases within the time period stated above, we will:

- Proceed to negotiate a Project Agreement, subject to compliance with required State regulatory agency approvals as described in the Bid Documents.
- Furnish the required certifications and insurance in compliance with provisions of the Instructions to Bidders.

1.8 BID FORM SIGNATURE(S)

(Bidder / Vendor name)

By: _____

Title: _____ DATE: _____

ATTACHMENT B

RI General Laws §31-3-33

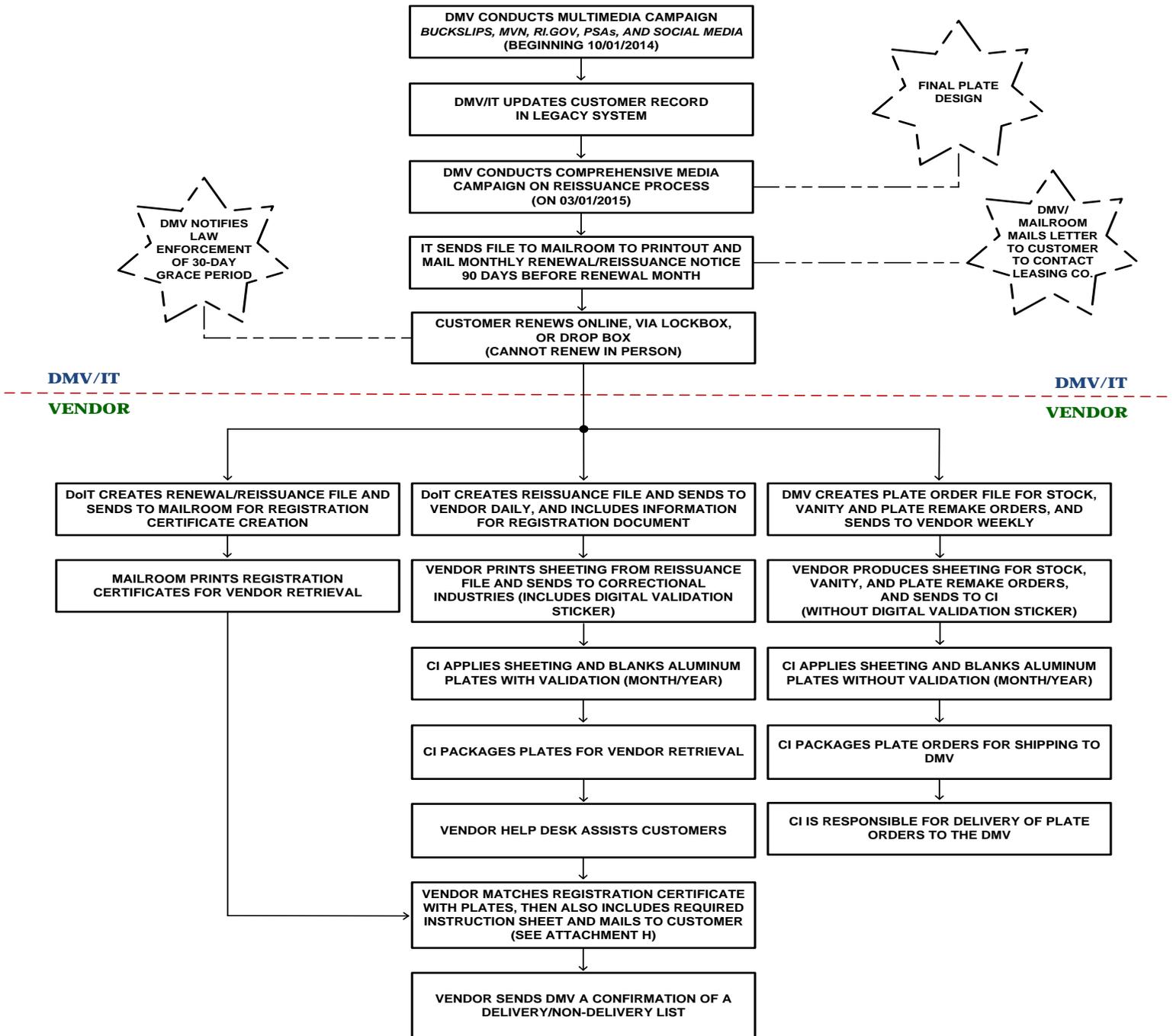
§ 31-3-33 Renewal of registration. – (a) Application for renewal of a vehicle registration shall be made by the owner on a proper application form and by payment of the registration fee for the vehicle as provided by law.

(b) The division of motor vehicles may receive applications for renewal of registration, and may grant the renewal and issue new registration cards and plates at any time prior to expiration of registration.

(c) Upon renewal, owners will be issued a renewal sticker for each registration plate which shall be placed at the bottom right hand corner of the plate. Owners shall be issued a new fully reflective plate beginning September 1, 2015 at the time of initial registration or at the renewal of an existing registration and reissuance will be conducted no less than every ten (10) years.

Attachment C – DMV Reissuance Flow Chart

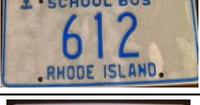
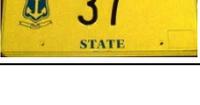
WORK CHART/RI DMV PLATE REISSUANCE/DIGITAL PLATES WAVE PLATE ONLY

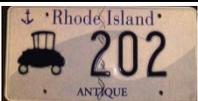


10/17/2014

Attachment D – Plate Design / Types Subject to Reissuance

RI DMV License Plate Guidebook

State	Image	Type Code for DMV if applicable	Plate Entry	Plate Description	Numbering Sequence	Key Stacked Characters (Y/N)	Key Special Characters (Y/N)	Subject to Reissuance (Y/N)
RI		01	AB132	Private Passenger	A1 A12 A123 AB-1 AB-12 AB-123 1 12 123 1234 12345 123-456	N	N VANITY PLATE	Y
RI		02	232	Commercial	1 12 123 1234 12345 123456	N	N VANITY PLATE	Y
RI		03	2	Trailer	1 12 123 1234 12345	N	N	Y
RI		04	628	Motorcycle	1 12 123 1234 12345	N	N VANITY PLATE	Y
RI		05	13	Public Service	1 12 123 1234	N	N	Y
RI		06	12810	Camper	1 12 123 1234 12345	N	N	Y
RI		07	303	Suburban	1 12 123 1234	N	N	Y
RI		08	612	School Bus	1 12 123 1234	N	N	N
RI		09	7	Jitney	1 12 123 1234	N	N	Y
RI		10	37	State	1 12 123 1234	N	N	N

RI		11	1	City	1 12 123 1234	N	N	N
RI		12	23	Town	1 12 123 1234	N	N	N
RI		13	2495	Police	1 12 123 1234	N	N	N
RI		14		State Police		N	N	N
RI		15	2	Fire Apparatus	1 12 123 1234	N	N	N
RI		16	100	House	1 1A 12 12A	N	N	N
RI		17	36	Senate	1 1A 12 12A	N	N	N
RI		18	AA1EM	Radio Operator	1 12 123 1234 12345 w/Letters too	N	N	Y
RI		19	202	Antique	1 12 123 1234	N	N	N
RI		20	24	Disabled Veteran	1 12 123 1234	N	N	N
RI		21	32	Farm	1 12 123 1234	N	N	Y
RI		22	12	Taxi	1 12 123 1234	N	N	Y
RI		23		New Car Dealer		N	N	N
RI		24		Used Car Dealer		N	N	N
RI		25	344	In-Transit	1 12 123	N	N	N
RI		26	82	Transporter	1 12 123	N	N	N

RI		27	168	Bailee	1 12 123	N	N	N
RI		28	166	Manufacturer	1 12 123	N	N	N
RI		29	146	Racer Tow	1 12 123	N	N	Y
RI		30		State Police Cycle		N	N	N
RI		31		Police Cycle	1 12 123	N	N	N
RI		32		Cycle Dealer		N	N	N
RI		33	155	EX-Pow	1 12 123	N	N	N
RI		34		Boat Dealer		N	N	N
RI		35		40 & 8		N	N	N
RI		36	6	Purple Heart	1 12 123 1234	N	N	N
RI		37	815	Veteran	1 12 123 1234 12345	N	N	N
RI		38	2639	National Guard	1 12 123 1234	N	N	N
RI		39	423	Combination	1 12 123 1234 12345 123456	N	N	Y
RI		40		Apportioned	12345 123456	N	N	N

RI		01	AP903	Special Design Plate	Same Registration as Passenger (01) up to 5 digits	N	N VANITY PLATE	N
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RI		01	AA23	Special Design Plate	Same Registration as Passenger (01) up to 5 digits	N	N VANITY PLATE	N
RI		01 OR 02	R234	Special Design Plate	Same Registration as Passenger (01) & Commercial (02) up to 5 digits	N	N VANITY PLATE	N
RI		01 OR 02	NE12	Special Design Plate	Same Registration as Passenger (01) & Commercial (02) up to 5 digits	N	N VANITY PLATE	N
RI		01	AB259	Special Design Plate	Same Registration as Passenger (01) up to 5 digits	N	N VANITY PLATE	N
RI		01	1-2-3	Special Design Plate	Same Registration as Passenger (01)	N	N VANITY PLATE	N

Attachment E – Plate Reissuance Required Plate and Stock Plate Requirements, p. 1 of 2

Plates Required for Reissuance

Eligible Plates for Reissuance (as of July 1, 2014)			
Reissuance "WAVE" Plate Estimated Totals by Category			
Plate Type	Single Plate Sets	Paired Plate Sets	Total Plates To Be Manufactured
Passenger	0	657032	1314064
Commercial	0	66917	133834
Trailer	51140	0	51140
Motorcycle	34112	0	34112
Public Service	0	1292	2584
Camper	5194	1736	8666
Suburban	0	1288	2576
Jitney	0	252	504
Radio Operator	0	436	872
Farm	0	1519	3038
Taxi	0	214	428
Racer Tow	2	0	2
Combination	0	54369	108738
Total	90448	785055	1660558

Total Orders: 90,448 plus 785,055 = 875,503

These plate numbers represent plate counts from our legacy system as of July 1, 2014. These numbers are solely for use in attempting to estimate the scope of the DMV reissuance project. The actual numbers will be similar, but may vary due to changes in business climate.

Estimated Stock Plate Requirements

Stock Plate Estimated Requirements Per Year (Selected Categories)			
Plate Type	Single Plate Sets	Paired Plate Sets	Total Plates To Be Manufactured
Passenger	0	105000	210000
Commercial	0	5000	10000
Trailer	9000	0	9000
Motorcycle	5000	0	5000
Camper	2000	3000	8000
Combination	0	14000	28000
Total	16000	127000	270000
Total Orders	16,000	+ 127,000	X 5 years = 715,000

These numbers include “Wave” vanity plates and plate remakes. These numbers are approximate since the inventory levels and vanity plate and remake orders vary according to business. Actual production numbers should fall within plus or minus 5% of this estimation, but could change further due to changes in the business climate. There are small numbers of inventory that will be required for the other seven plate categories. Those inventory levels are far smaller and are likely to be less than 500 pairs in total. Those inventory levels will be determined at a later date.

Attachment F – Specifications for flat plates

SPECIFICATIONS FOR LICENSE PLATE SHEETING, THERMAL TRANSFER RIBBONS AND PROTECTIVE CLEAR FILM FOR DIGITAL LICENSE PLATE PRODUCTION

This specification shall cover the materials, performance characteristics, quality, and testing of retro-reflective sheeting and support services necessary to produce digitally printed license plates. The following specification is intended to establish minimum standards for sheeting reflectivity and performance. The state reserves the right to waive particular individual specifications during the evaluation of sheeting products to determine if any proposed substitute is equivalent. Proposed substitutes must be equivalent in the areas of retro-reflectivity, security features, and durability.

Description of Plates

The retroreflective license plate shall consist of retroreflective (hereinafter referred to as “reflective” only) sheeting that is digitally printed with thermal transfer ribbons and then laminated to a specified aluminum substrate according to the sheeting manufacturer’s recommendations.

The reflective sheeting shall consist of lens elements enclosed within a transparent resin and shall have a pre-coated pressure sensitive adhesive backing protected by a removable liner.

The reflective sheeting, when applied to the license plate substrate and blanked to finished size, shall contain:

- Identifying marks for purposes of on-vehicle traceability, warranty enforcement and anti-counterfeiting in accordance with these specifications. The warranty marks shall be buried below the sheeting surface for durability and shall incorporate the manufacturer’s production run number that designates the source of manufacture, year of manufacture, and specific lot from which the material was supplied. The warranty marks shall not interfere or detract from the graphic design or reduce sheeting brightness and shall be durable for the service life of the license plate.
- For general reissuance plates, the reflective sheeting shall be preprinted with the new general issuance plate design and with the registration of the vehicle (i.e. AB-123) and the month and year of issuance (i.e. 10/2014).
- For general issuance stock plates, remakes and vanity plates, the reflective sheeting shall be preprinted with the new general issuance plate design and with the registration of the vehicle (i.e. AB-123). Month and year of issuance will not be required.
- A three-dimensional security mark that runs from the top to the bottom of the plate or from the left to the right side of the plate. The security image shall consist of a double sine wave pattern where one wave appears to float above and one wave appears to float below the directional warranty image of the reflective sheeting. The virtual security thread shall be durable for the service life of the license plate.

Pre-printed reflective sheeting shall conform to the design, colors and sheeting type as approved by the state and reflective sheeting manufacturer.

PERFORMANCE STANDARDS FOR REFLECTIVE SHEETING FOR DIGITAL LICENSE PLATE PRODUCTION

- Substrate

The sheeting shall be laminated to aluminum substrate recommended by the sheeting manufacturer.

- Diffuse Daytime Color

Through instrumental color testing, the diffuse daytime color of the reflective sheeting shall conform to color requirements as determined spectrophotometrically in accordance with ASTM E-1164 and E-1349, utilizing either 45/0 or 0/45 degree illumination/viewing conditions as described in E-1164 and E-1349 for retroreflective materials. Chromaticity and the Luminance Factor based on CIE tristimulus values for the 2° observer and illuminant D65 shall be calculated in accordance with ASTM E-308.

The color specification limits for white license plate sheeting are listed on the following chart.

COLOR SPECIFICATION
Chromaticity Coordinates

Pairs	White Corner Points		Luminance Factor
	X	y	Y%
1	.303	.287	42 min.
2	.368	.353	
3	.340	.380	
4	.274	.316	

- Adhesive and Protective Liner:
 1. The pre-coated adhesive shall form a durable bond to flat conversion coated license plate surfaces as recommended by the reflective sheeting manufacturer.
 2. The protective liner attached to the adhesive shall be removable by peeling without soaking in water or other solvents and shall be easily removed after accelerated conditioning for four hours at 150°F (66°C) under weight of 2.5 lbs. per square inch (1.14KG per 6.45 sq. cm). The liner shall be non-printed to permit reuse.
- Thermal Transfer Printing
 1. The reflective sheeting shall be printable with thermal transfer ribbons supplied by the sheeting manufacturer.
 2. The sheeting manufacturer shall provide a complete line of thermal transfer ribbons, in process and spot colors, that allow the license plate shop to print the graphic designs and variable information required by the state.
- Protective Clear Overlaminates

The sheeting manufacturer shall provide a protective clear film that will be laminated to the sheeting in-line with the thermal transfer printing process. Printed sheeting with the protective clear film shall pass all performance tests.

- Inventory Control

To assist the license plate shop with inventory control problems, the sheeting manufacturer shall mark the sheeting with an integral, directional image that incorporates the lot number so that the tag shop can employ first in - first out principles.

FINISHED LICENSE PLATES

- Retro-reflective Characteristics

1. The coefficient of retro-reflection for the sheeting shall be measured on flat, clean, finished license plate test panels prepared per Section III and shall have the following minimum values at 0.2° observation angle, expressed as candelas per lux per square meter of material. Measurements shall be conducted in accordance with ASTM E-810, “Standard Test Method for Coefficient of Retro-reflection of Retro-reflective Sheeting”. Measurements on reflective sheeting with a preprinted graphic design shall be taken in an unprinted sheeting area.

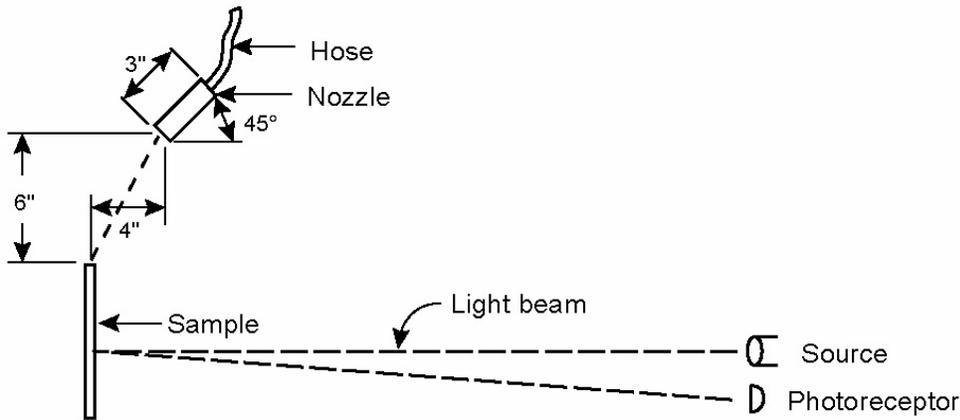
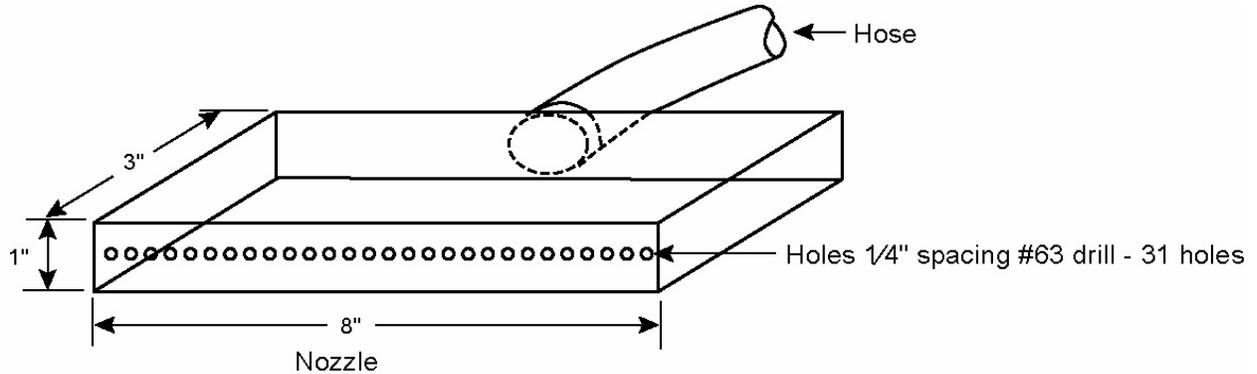
Color	Entrance Angle	
	-4°	40°
White	50	16

- Resistance to Accelerated Weathering.

1. The sheeting shall be weather resistant and show no appreciable discoloration, crazing, cracking, blistering, lifting or dimensional change and the surface shall continue to be essentially smooth to provide direct application of validation stickers, determined after the following accelerated weathering tests.
2. Laboratory testing – 2,000 hours in Xenon arc weatherometer using ASTM G 155 - Type BH, Method A. Samples shall maintain 70% of retro-reflective table values.
3. Outdoor accelerated testing – Samples shall be placed in a 24 month unprotected outdoor exposure, facing the equator and positioned vertically. Retro-reflective measurements, taken after cleaning, shall result in 70% or more retention of the table values.

- Rainfall Performance

1. The Coefficient of Retro-reflection of the same finished license plate test panels, measured on the same flat area of the test panels, totally wet by rain, shall not be less than 90 percent of the values specified above. The photometric performance during rainfall shall be determined as follows:
2. Test set-up for rainfall performance:



Place source and photoreceptor in horizontal plane

3. Place the test panel in an upright position 6 inches (15.2 cm) below and 4 inches (10.1 cm) in front of the nozzle as shown below:
4. Apply sufficient water pressure so that the upper surface of the spray envelope strikes the top of the panel.
5. With water falling on the panel, measure the coefficient of retroreflection. Wet performance measurements shall be conducted at 0.2° observation and -4° entrance angles in accordance with ASTM E-810.

- Daytime/Nighttime Color

To assist in positive daytime/nighttime identification of license plates, the color of the reflective background of the sheetings, including any pre-printed design or digitally printed design, shall be similar in daylight and by illumination at night.

- Flexibility – Embossing
 1. The sheeting shall, when correctly applied to treated aluminum, conform to the minimum/maximum tolerances for an embossed rim or flange as used by the manufacturing facility that supplies finished plates to the state and as recommended by the sheeting manufacturer.
 2. Finished license plates shall show no appreciable wrinkling, cracking, or squirming at or around the embossed rim or flange.

- Cleanability.
 1. Finished license plates, manufactured in accordance with the recommendations of the reflective sheeting manufacturer, shall be easily cleansed of normal dirt accumulation by washing with water and mild detergent. A test panel shall be sprayed with water-suspended soils collected from the underside of vehicle fenders, mixed with water in the proportion of five pounds (2.27 kg) of soil to one gallon (3.78 liters) of water, and poured through a paint strainer.
 - a. The mixture shall then be sprayed onto the panel while particles are in suspension. After the panel is thoroughly dry, it shall be cleaned by washing with a mixture of water and mild detergent, rinsed with clean water and wiped dry for examination. The panel shall show no appreciable difference when compared to a new clean panel.

- Solvent Resistance
 1. License plate panels prepared per III.A shall be sufficiently solvent resistant to withstand exposure to mineral spirits and turpentine in accordance with the test method described in this section without wrinkling, puckering or edge lifting.
 2. Test panels shall be 1 inch x 6 inch strips cut from license plate blanks. Strips of the license plate shall be exposed as follows: mineral spirits and turpentine - submerged in a container with 4 inches of solvent for 10 minutes.
 3. Samples shall be allowed to dry and be examined for any wrinkling, puckering, blistering, or edge lifting. Failure of samples shall be cause for rejections.

TEST PANELS AND QUALITY CONFORMANCE

- Test Panels

Finished license plate test panels 6” x 12” (15.2cm x 30.5cm) must be provided for testing and evaluation within ten (10) calendar days if required by the state, and shall be produced of the same

materials, on the same equipment and by the same general processes of substrate preparation as the production plates, in accordance with the sheeting manufacturer's recommendations. Test panels shall be provided with and without thermal transfer printed graphics and variable information as required by the state.

- Quality Conformance

Failure of the reflective sheeting to meet any requirement specified herein shall be cause for refusal to accept materials until evidence has been provided by the manufacturer that corrective action has been taken to eliminate deficiencies.

PERFORMANCE LIFE & WARRANTIES

- Performance Life

1. Reflective sheeting applied and processed into finished license plates according to the sheeting manufacturer's instruction shall be considered to perform effectively for the service life specified (excluding those plates showing mechanical damage) if:

a. The plates show no fading, cracking, blistering or peeling which will significantly impair the intended visibility or legibility of the plate, and if

b. The clean rear plate retains at least 9 candlepower per foot-candle per plate (.84 candelas per lux per plate) for the length of the intended issue being bid. (up to a period of 5 years). Measurements shall be taken in clean, white, unprinted areas of rear plates.

2. Measurements shall be conducted at 0.2° observation angle and -4° entrance angle. Coefficient of Luminous Intensity shall be measured using the test method outlined in ASTM E-810 except that the coefficient of luminous intensity shall be determined in accordance with ASTM E-808-01 Para. 3.2.2 and ASTM E-809-02 Para. 12.3. Note: Reflective license plates with a digitally printed graphic design may not meet this requirement as large graphic printed areas may affect the reflectivity levels of the finished license plates.

- Warranty Provisions

1. The sheeting shall be imaged with a directional, integral warranty mark, so as to be traceable to the specific manufacturer's production run numbers from which the material originated. If at any time during the specified performance life of the reflective material provided, a one half of one percent sample of clean, rear plates produced from a given production run (identified by the integral warranty mark) reveals that 10 percent or more of that sample are found to be defective in visual or brightness performance requirements as defined herein, the vendor shall be responsible for replacement of all plates manufactured from that specific lot of material.

2. The sheeting manufacturer shall be responsible for all replacement costs associated with a specific lot; a maximum liability assessment of \$5.00 per plate will be invoked for failed plates associated with a specific lot. Reimbursement of the State shall be in dollars and/or materials equal to the assessed damage, at the State's discretion.

3. To assure effective identification, the warranty marks shall be approximately 1.125

inches in diameter on standard 6" x 12" plates and shall be of a design mutually agreed upon by the State and the sheeting manufacturer. The manufacturer may vary the number, design and placement of the marks for motorcycle or smaller license plate sizes.

4. The warranty marks shall be verifiable on a license plate once properly affixed to the vehicle's designated mounting area, from an approximate head-on distance of six (6) feet; warranty marks shall not be observable at 2 feet or 20 feet or when the viewer steps to one side from the head-on viewing position so as not to compete or conflict with vital plate information.

5. The warranty marks shall be verifiable under both ambient light and retroreflected light at night, shall not interfere or conflict with the plate design or aesthetics, and shall not alter sheeting colors or reduce sheeting brightness below specified levels.

- Three-Dimensional Security Mark

1. The retro-reflective sheeting shall also have a three-dimensional security mark that runs vertically or horizontally through standard vehicle registration plates for purposes of security and anti-counterfeiting in accordance with these specifications. The three-dimensional security mark shall be buried beneath the surface of the sheeting and shall consist of two sinusoidal waves where one wave appears to float above and one wave appears to float below the warranty marks of the retroreflective sheeting. The three-dimensional security mark shall be durable for the service life of the license plate.

The three-dimensional security mark shall be verifiable under both daylight and retroreflected light, shall not interfere or conflict with the plate legibility, and shall not reduce sheeting brightness below minimum specified brightness levels when measured in accordance with ASTM E 808 and ASTM E 809.

2. The three-dimensional security mark shall be visible in the unprinted areas of the plate from within a standard police vehicle under high beam headlight illumination, as well as outside of the vehicle, on a license plate properly affixed to the vehicle's designated mounting area, from an approximate distance of 0 to 40 feet (0 to 12 meters) at a head-on viewing angle. The two sinusoidal wave images shall be visibly distinct from an approximate distance of 0 to 20 feet (0 to 6 meters). The three-dimensional security mark shall not be visible when viewed at an angle greater than 45 degrees from the head-on viewing position.

PACKAGING AND SHIPPING

To ensure easy access and proper inventory control, the reflective sheeting shall be shipped in bulk packages. To prevent roll damage, each pallet of bulk packages shall be designed to prevent double stacking by the shipper. Production run sequence numbers shall be affixed to the outside of each shipping package that corresponds to the materials contained therein. Each roll shall be additionally designated by a core identifier stamped or affixed with a permanent label to the inside of each roll core. A shipping or packaging list shall be affixed to one box on a pallet identifying all production runs contained within the shipment.

PROCESSING

The reflective sheeting processing shall be in accordance with the recommendations of the manufacturer. All processing procedures for reflective material, thermal transfer ribbons and clear protective laminate must be compatible, or made compatible at the vendor's expense, with equipment.

Attachment G – Instruction Sheet for Plate Reissuance Customers (Draft Subject to Revision)

Congratulations! Your new Rhode Island state plates have arrived.

Enclosed you will find:

- Your new license plate(s)
- Your renewed registration certificate

Here is some information about your new Rhode Island state plate:

- It's color is Historic Newport Blue and continues the state's campaign of "Discover Beautiful Rhode Island",
- It features a miniature replica of the 1903 America's Cup Winner "Reliance" in the top left corner, and
- It is a flat plate with pre-printed registration sticker(s) in the bottom right corner.

Below are a few simple instructions for you:

- Carefully examine your new registration certificate and new license plate(s) for accuracy. Check your personal information, vehicle information, registration expiration, etc. Please notify the CALL CENTER with any discrepancies.
- If there are no issues with your new plate(s), please place your plate(s) on your vehicle immediately. (You will receive new registration stickers upon your next renewal cycle.)
- Do not return your old "Wave" design plate(s). You may destroy them, recycle them or keep them as a souvenir. "Wave" design plates will be invalid as of October 2017.
- If you currently have a Special Design Charity plate (i.e. Friends of Plum Beach Lighthouse, Gloria Gemma "Ribbon of Hope", etc...), which is exempt from the reissuance program, and received a new license plate in error, please notify the CALL CENTER.

Call Center Information: (Telephone number, Address (?), Email, Website, Hours of Operation, etc...)

Thank you and enjoy your new plate!