

**safe drivers
safe vehicles
secure identities
saving lives!**



REQUEST FOR PROPOSAL

No. FY19-17372

AAMVA Audit and tax services

January, 2019

American Association of Motor Vehicle Administrators

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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

The American Association of Motor Vehicle Administrators, hereafter “AAMVA,” is initiating this Request for Proposal (RFP) to solicit Proposals from qualified firms interested in participating in the bidding process.

AAMVA is an international 501(c)(3) not for profit corporation established for the purpose of encouraging uniformity and reciprocity among states and developing educational and training programs related to motor vehicle laws and regulations. The Company was founded in 1933, and is headquartered in Arlington, Virginia with \$115 million in assets as of September 30, 2018. AAMVA is comprised of the international corporation and four subsidiary corporations which serve as separate, consolidating entities, segregated into distinct regional operating organizations:

- Regions I, II, III and IV are 501(c)(3) not for profit corporations whose primary mission is to carry out the educational purposes of AAMVA within their respective Regions.

More information on AAMVA and its subsidiaries can be found on the Company's website at www.aamva.org.

1.2. OBJECTIVE

This RFP allows AAMVA to select the most qualified vendor at the most competitive price.

1.3. MINIMUM QUALIFICATIONS

The vendor must have a minimum of 3 to 5 years demonstrated experience in the commodities or services listed in the RFP.

1.4. PERIOD OF PERFORMANCE

Start	End
Contract Award	5 years

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in AAMVA for this procurement. All communication between the Offeror and AAMVA upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name / Title	Wesley Day, Sr. Manager Procurement
Address	4401 Wilson Boulevard, Suite 700
City, State, Zip Code	Arlington, Virginia 22203
Phone Number	703-908-5877
E-Mail Address	procurement@aamva.org

Any other communication will be considered unofficial and non-binding on AAMVA. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposal.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue RFP	January 25, 2019
Questions Due	February 8, 2019
Proposal Due	March 1, 2019
Evaluate Proposal	First week of March
Oral Interviews and discussion	2nd week of March, date/time TBD
Announce "Apparent Successful Contractor"	ASAP
Issue Purchase Order/Sign Contract	ASAP

AAMVA reserves the right to revise the schedule above.

2.3 SUBMISSION OF PROPOSAL

The Proposal must be submitted in a .PDF soft copy as set forth below.

The Proposal is to be sent to the RFP Coordinator at the **email address** noted in Section 2.1. The email should be clearly marked with the RFP Number to the attention of the RFP Coordinator: Wesley Day.

Example: Acme Proposal for RFP No. XYZ [date].pdf

Any modifications to a Proposal will be subject to these same conditions. The Proposal must respond to the RFP requirements. Do not respond by referring to material presented elsewhere. The Proposal must be complete and must stand on its own merits. Failure to respond to any portion of the RFP document may result in rejection of the Proposal as non-responsive. All Proposal and any accompanying documentation become the property of AAMVA and will not be returned.

2.4 SUBMISSION OF QUESTIONS

AAMVA will only accept written questions regarding the RFP. All questions must be emailed to procurement@aamva.org no later than the date provided in **Section 2.2**. AAMVA plans to provide all questions and responses under this RFP to vendors.

2.5 ACCEPTANCE PERIOD

Proposal shall remain valid for 90 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the RFP.

2.6 RESPONSIVENESS

The RFP Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFP. The vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. Procurement will notify the vendor if their proposal is determined to be non-responsive.

AAMVA also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.7 MOST FAVORABLE TERMS

AAMVA reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially with the most favorable terms which the contractor can propose. AAMVA does reserve the right to contact a contractor for clarification of its Proposal and request a face to face meeting.

The contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is understood that the Proposal will become a part of the procurement file on this matter without obligation to AAMVA.

2.8 GENERAL TERMS AND CONDITIONS

The apparent successful contractor is expected to enter into a contract or purchase order with mutually acceptable terms and conditions. In no event can a contractor submit its own standard contract terms and conditions in response to this solicitation. The contractor may submit exceptions as allowed in [Exhibit A - Certifications and Assurances](#). AAMVA will review requested exceptions and accept or reject the same at its sole discretion.

2.9 COSTS TO PROPOSE

AAMVA will not be liable for any costs incurred by the Offeror in preparing a Proposal submitted in response to this RFP, or in performing any other activities related to responding to this RFP.

2.10 NO OBLIGATION TO CONTRACT

This RFP does not obligate AAMVA to contract for the commodities specified herein. AAMVA reserves the right at its sole discretion, and without penalty, to reject any and all proposals received and not to issue a contract as a result of this RFP.

3. SCOPE OF SERVICES/STATEMENT OF WORK

The Audit Committee of AAMVA's Board of Directors is requesting a three year engagement proposal from your firm which encompasses the following services.

- Annual Tax Returns – form 990, 990T and form 500 state (Virginia) for AAMVA, and its regional subsidiaries.
- Conduct the examination of AAMVA's annual consolidated financial statements in accordance with generally accepted auditing standards with a goal of expressing an unqualified opinion that the financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles.
- Financial and compliance audit of AAMVA and its related entities in accordance 2 CFR 200, OMB Circular A-133, as revised, generally accepted accounting principles and applicable federal, state or local laws and regulations.
- Two agreed-upon procedures reports for AAMVA programs subject to federal oversight—National Motor Vehicle Title System (NMVTIS) and the Commercial Driver's License Information System (CDLIS).
- Perform annual audit of AAMVA's 401k retirement program in accordance with plan documents and complete the filing of the Form 5500 Annual Return/Report of Employee Benefit Plan.

Your proposal must address each of the following areas:

1. **Qualifications of the firm**

- One page statement summarizing the benefit to AAMVA of engaging the firm
- Depth of the firm's practice in serving clients of the scale and scope of AAMVA
- Average revenue size of client base
- Number of clients who are 501 (C) (3) Non-Profits who receive funding from federal and non-federal sources
- Number of clients exceeding \$50 million in revenues
- Number of clients who work in the IT software development and integration services space.
- 3 to 5 company references comparable in size, scope and industry type (GovCon, Non-Profit)

2. **Experience, dedication, and references of the service team**

- Names of (Company Name) core service team, location and relevant experience
- References (at least two) for each senior member of the account team
- How your firm's senior executives will be involved in the engagement

3. Service process overview

- Processes for delivering audit services that are customized, responsive and aligned with AAMVA's specific business needs
- Processes that your firm will employ to address matters related to client satisfaction, performance measurement and continuous improvement

4. Quality assurance

- Describe the internal processes used for quality assurance
- Describe the firm's approach to resolving accounting and financial reporting issues

5. Independence

- Internal practices to ensure compliance with independence requirements and freedom from conflicts of interests
- Confirmation by the firm that it will take all necessary steps to ensure its independence

Pricing Requirements:

- Competitive fee quote to complete the audits and taxes for the fiscal years 2019 through 2021 (for more, see below)
- General overview of the schedule and timing of billings
- Fee schedule for advisory work outside of scope of audit

For fees, bidders shall propose a firm fixed price for audit and tax services, including a time-phased schedule (including first-time hours) showing the level of effort by labor category and hourly rate required to perform these services. The proposed price should include a separate line item reflecting a not-to-exceed amount for out-of-pocket expenses such as clerical support, mileage, parking, etc. **All indirect costs shall be included in the hourly rates.**

For out-of-scope services, bidders should provide a fee table by labor categories and hourly rates. In addition, please describe your firm's practice for responding to routine phone calls and minor consultations.

4. EVALUATION AND CONTRACT AWARD

All Proposal will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. Only responsive proposals which meet the minimum requirements will be forwarded to the evaluation team for further review.

4.1. EVALUATION PROCEDURE

Responsive Proposal will be evaluated in accordance with the specifications stated in this solicitation and any addendum issued. Award will be made to the vendor that provides the best overall value to AAMVA.

Technical Proposal Evaluation			
Eval No.	Description	Possible Points	Score
1.1	Overall response to the RFP	5	
1.2	Experience with nonprofit organizations	10	
1.3	Experience with Federal Grant/Contract Regulations	15	
1.3	Audit Services knowledge and experience	20	
1.4	Past Performance and feedback	5	
	Total Possible Technical Points	55	
Cost Proposal Evaluation			
3.1	Overall Price	40	
3.2	Contract and payment terms and conditions	5	
	Total Possible Price Points	45	
	Grand Total Possible Points	100	

EXHIBIT A - CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which this Exhibit A is attached, understanding that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 90 days following the due date for receipt of proposals, and it may be accepted by AAMVA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
5. I/we understand that AAMVA will not reimburse any costs incurred in the preparation of this proposal. All proposals become the property of AAMVA and I/we claim no proprietary right to the ideas, writings, items, or samples presented in the proposal, unless so stated in the proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the consultant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other consultant or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Offeror

Printed Name, Title and Date

EXHIBIT B-CERTIFICATION OF DEBARMENT

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the Commonwealth of Virginia or any of the jurisdictions comprising the membership of the American Association of Motor Vehicle Administrators (AAMVA);
3. Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
5. Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

Printed Name of Vendor

Printed Name and Title of Authorized Representative

Signature of Authorized Representative