

safe drivers
safe vehicles
secure identities
saving lives!



REQUEST FOR PROPOSAL

No. FY19-18459

Data collection, analysis and reporting

March 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.

Founded in 1933, AAMVA represents the state and provincial and territorial officials in the United States and Canada who administer and enforce motor vehicle laws. AAMVA's programs encourage uniformity and reciprocity among the states and provinces. The association also serves as a liaison with other levels of government and the private sector. Its development and research activities provide guidelines for more effective public service. AAMVA's membership includes associations, organizations and businesses that share an interest in the association's goals.

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	Delivery

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	wrd@amva.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	March 8, 2019
Questions Due	March 23, 2019
Proposal Due	April 1, 2019
Evaluate Proposal	April 2 to 15, 2019
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@amva.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 120 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

AAMVA CDL Skills Test Revision Project Data Collection, Analysis and Reporting

The Test Maintenance Subcommittee (TMS) is conducting a procedural/administrative revision of the 2005 Commercial Driver License (CDL) Skills Test. This involves revisions to the Vehicle Inspection (VI) test, Basic Control Skills (BCS) test; and the Examiner/ Drivers Manual.

Our objective is to better align CDL test procedures with current industry practices and with the new technology in CMVs being manufactured and purchased. Both of these areas are currently an administrative problem for many states in maintaining reliable test procedures and ensuring compliance with the Federal Regulations. Utilizing metrics gathered during the pilot and field testing phases of the project, test data will be collected and analyzed to determine test validity (e.g., content and discriminant validity), and test reliability (e.g., rater-reliability and inter-examiner agreement). Data collected from this project will also be compared against the 2005 Test System (current test) to determine whether the proposed test revisions are comparable to the current test methodology.

The project will include involvement by appropriate private sector representatives and state licensing officials; and will be coordinated through the Test Maintenance Subcommittee (TMS) which has FMCSA representation.

The selected contractor will provide services at the direction of AAMVA and the TMS as described in the description of services below.

1. Date of Statement of Work. March 8, 2019

2. Description of the Services.

Task 1: Develop Action & Project Plan

Develop an Action & Project Plan for the data collection, input, analysis and reporting requirements of this project.

Task 2: Review Supporting Materials

- Final Report: Development and Test of a Model Commercial Driver's License Program - 1991
- 2003 CDL Revisions to the Skills Examinations – Pilot Test Findings
- 2005 Development and Testing of the 2005 Skills and Knowledge Test
- AAMVA 2005 CDL Examiner's Manual

- Modernization of the AAMVA CDL Skills Testing System: Project Definition Report
- AAMVA CDL Test System Modernization: Final Proposal

Task 3: Data Collection, Input & Analysis - Pilot Testing

Two Pilot Tests will be conducted by TMS. The first occurred in Jacksonville, Florida the week of February 18, 2019. The second will occur in Concord, New Hampshire the week of April 29, 2019. Pilot tests will be conducted utilizing various classes and combinations of vehicles, operated by both novice and experienced drivers. All tests will be conducted by a team of two experienced Examiners and a data collector. Tests administered do not count toward licensure. We anticipate that between 80 – 125 applicants will be tested during the pilot phase. TMS will provide all data collection forms, score sheets, applicant and examiner pre/post-test questionnaires to the recipient upon completion of each Pilot.

- Extract and input all data fields from each form
 - Score/Information sheet
 - Examiner and Driver Pre and Post questionnaires
- Analyze data collected on biographical, experiential, vehicle and testing elements and including data/information collected from Examiner and Driver questionnaires. Data elements may include:
 - Driver data (name, gender, age, driver license #, CDL/CLP, years driving experience, license class, professional training received, types of vehicles driven)
 - Vehicle data – (class, type, articulation, vehicle length, trailer length, braking system, driver assistive technologies, engine type)
 - Vehicle Inspection – current, new, checklist used/not used, understood instructions and times to conduct (total time and internal/external inspection time)
 - Basic Control Skills - current, new, understood instructions and times to conduct (total time and time per exercise)
 - Examiner and Driver Pre and Post Test questionnaires
- Sixty days upon completion of the final Pilot Test, prepare the Pilot Test Report utilizing the data collected to measure test validity, test reliability and determine test passing scores. The data contained in this report will be used by TMS to make all necessary adjustments prior to the Field Tests.

Task 4: Data Collection, Input & Analysis – Field Testing

TMS, with assistance from one or more States, will conduct Field Testing in a real-world environment at physical skills testing locations. Skills tests

administered during this phase will focus primarily on new drivers holding Commercial Learners Permits, although a previously licensed driver could be tested for reinstatement. FMCSA approval will be requested to ensure that tests administered during the Field Test will count toward licensure. We anticipate that each Field Test will be conducted for 60 to 90 days, however, States have not been selected nor have Field Test dates been set. TMS will provide all data collection forms, score sheets, driver and examiner pre/post-test questionnaires from each Field Test location to the recipient on established intervals throughout the Field Test.

- Extract and input all data fields from each form
 - Score/Information sheet
 - Examiner and driver questionnaires
- Analyze data collected on biographical, experiential, vehicle and testing elements and including data/information collected from examiner and applicant questionnaires. Data elements may include:
 - Driver data – (will not test the current test) new test will only test new drivers. The data fields will be the same as or similar to those collected during the pilot tests.
 - Vehicle data – The data fields will be the same as or similar to those collected during the pilot tests.
 - Vehicle Inspection – new, understood instructions and times to conduct (total time and internal/external inspection time)
 - Basic Control Skills - new, understood instructions and times to conduct (total time and time per exercise)
 - Examiner and Driver Pre and Post Test questionnaires
- Prepare the Field Test Report utilizing the data collected to measure test validity, test reliability and determine test passing scores within 60 days upon completion of final field test. The data contained in this report will be used by TMS to make all necessary adjustments prior to distribution of the testing system to State Driver License Agencies (SDLA)

Task 5: Final Report

- Prepare Final Report. A comprehensive report detailing the results of the Pilot Testing and Field Testing efforts. Based on the results of this report, FMCSA will make a determination for approval of the revised testing system or instruct TMS on the next steps.

Task 6: TMS Meetings

- Participate in one face to face meeting with the TMS. Four to five web-based meetings will be conducted as needed.

4. EVALUATION AND CONTRACT AWARD

All Proposals 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	10	
1.2	Experience with transportation focused testing and evaluation projects	15	
1.3	Experience with and knowledge of data collection, input, analysis and reporting for driver testing and evaluations	20	
1.4	Past Performance and feedback	5	
	Total Possible Technical Points	50	
Cost Proposal Evaluation			
3.1	Overall Price	40	
3.2	Payment Terms (Net 30 or better)	5	
3.3	Favorable terms and conditions	5	
	Total Possible Price Points	50	
	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