REQUEST FOR PROPOSAL

No. FY20-22168

Telecommunications and Sales Tax Cleanup

July, 2020
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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 a tax-exempt, nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association also serves as an information clearinghouse in these areas, and acts as the international spokesman for these interests.

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.

1.3. MINIMUM QUALIFICATIONS

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

1.4. PERIOD OF PERFORMANCE

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11, 2020</td>
<td>October 31, 2020</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name / Title</th>
<th>Alaster Sampson, Sr. Manager Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>4401 Wilson Boulevard, Suite 700</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Arlington, Virginia 22203</td>
</tr>
<tr>
<td>Phone Number</td>
<td>703-908-5877</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:asampson@aamva.org">asampson@aamva.org</a></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>July 20, 2020</td>
</tr>
<tr>
<td>Questions Due</td>
<td>July 28, 2020</td>
</tr>
<tr>
<td>Proposal Due</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>Evaluate Proposal</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td>Announce “Apparent Successful Contractor”</td>
<td>August 10, 2020</td>
</tr>
<tr>
<td>Issue Purchase Order/Sign Contract</td>
<td>August 14, 2020</td>
</tr>
</tbody>
</table>

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: Alaster Sampson.

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 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

A. Project Name: Telecommunications and Sales Tax Cleanup

B. Scope of Work

- Review all IT products/services offered by AAMVA to ensure proper classification for taxation using data from Avalara tax calculation tool.
- Review entity and service categories that are defined as tax exempt to ensure information accuracy and make changes, as necessary.
- Perform remapping of AAMVA’s products to transaction service/type categories in Avalara tax calculation tool, as applicable.
- Work with AAMVA’s IT team to set up test environment to verify that the remapping of products is working properly.
- Review AAMVA billing data for month after remapping of products is implemented and make necessary changes if any errors are found.

D. Deliverables

- Remapping report in excel format that includes, at a minimum, key service identification field, current tax structure, proposed tax structure to properly apply sales tax, and reasons for such change.
- A guide or reference document for future service and associated tax setup (i.e. criteria to consider for proper categorization of services).
- Weekly status report delivered via email with actual hours worked and bill rate for each resource.
- A memo that summarizes all of the consultant’s findings.

E. Price Schedule

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*Total Costs shall not exceed $30,000.00

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.

<table>
<thead>
<tr>
<th>Eval No.</th>
<th>Description</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Overall response to the RFP</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Experience with nonprofit organizations and telecommunications billing in multiple states as it relates to sales tax cleanup</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Ability of providing a guide or reference document for future service and associated tax setup.</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Past Performance and feedback</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Possible Technical Points</strong></td>
<td><strong>70</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eval No.</th>
<th>Description</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Overall Price</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Payment Terms (Net 30 or better)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Favorable terms and conditions</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Possible Price Points</strong></td>
<td><strong>30</strong></td>
<td></td>
</tr>
</tbody>
</table>

|               | **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. Further, you hereby certify you have no organizational or personal conflicts of interest with AAMVA on the purposed project after reviewing all organizational, personal, and third parties whom may be conducting business on the potential contract.
EXHIBIT B-CERTIFICATION OF DEBAREMENT

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