



April 9, 2019

Dear Vendors:

**Reference: RFQ No. FY19-18941**

**Subject: SharePoint Consulting Services**

Vendors, AAMVA is hereby requesting quotes on the following services below. Please make sure that you read all instructions and provide a complete response in your submission. Exhibits A and B must be signed and included in your proposal.

**Project Background**

AAMVA is developing a Performance Management Concept (PMC) tool that includes monitoring state activity regarding the National Motor Vehicle Information System (NMVTIS), illustrating each jurisdiction's performance and providing incentives to help states participate effectively in NMVTIS. The PMC will help states quickly identifying circumstances that may compromise data integrity or affect system performance. For the external facing web application that host state profile data the platform to be used will be SharePoint 2019.

**Statement of work:**

The following is in scope to support the stand-up of the PMC tool from a SharePoint perspective:

- A State Profile Database and Data Repository that includes a PMC profile for each state in the Continental United States, plus Alaska and Hawaii.
  - Support data modeling design efforts to integrate multiple data sources with the State Profile Database and Data Repository.
  - Initialization of the State Profile Database with source data.
- A customer facing web-based solution that includes the following features:

- An interactive US map display that uses the state profile database and data repository to displays key performance related data points when activated.
- A mechanism for administrative users to keep the State Profile Database and Data repository up-to-date.
- Support the setup of the role based security model for the PMC

This project will be implemented using an agile approach and the Consultant is expected to participate in Agile ceremonies as necessary to include, but not limited to:

- Daily Scrum
- Backlog Grooming
- Sprint Planning, Reviews, and Retrospective

**Period of Performance:**

Contract Award through September 30, 2019.

**Proposal Instructions and Contact information:**

Please submit your quote in **pdf format** as soon as possible but **NLT April 24, 2019**.

Terms of the quote shall remain valid for a period of sixty (60) calendar days from the date of submission.

All quotes shall be submitted to [procurement@aamva.org](mailto:procurement@aamva.org) and should request a receipt confirmation.

**Vendor Expectations:**

Your response should include all of the following information and should not exceed fourteen (14) pages total:

Page 1: Cover Letter/Executive Summary

Page 2-6: Project Technical Approach:

Page 7 -8

- One-paragraph executive summaries of the SharePoint Consultant and any other key employees involved in the project; any subcontractors you will be working with for this project must be identified.

Page 9: Cost proposal: Estimated budget which includes:

- 1) Estimated cost for consulting services for this project to include labor categories, hourly rates, and estimated hours.
- 2) Costs for on-going support if necessary.

Page 10: First past performance example including reference point of contact

Page 11: Second past performance example including reference point of contact

Page 12: Third past performance example including reference point of contact

Page 13: Signed Exhibit A

Page 14: Signed Exhibit B

**Note: It is acceptable with AAMVA is your proposal is less than the outline above.**

**Past Performance and References:**

Please provide three (3) professional references from sources that can address how you have successfully executed similar project.

**Evaluation Process:**

AAMVA will convene an evaluation panel comprising members chosen for their relevant expertise and experience. Quotes will be evaluated in accordance with the scoring outlined below.

- Proposed solution and services provided (40%)
- Ability to meet our deadlines (25%)
- Past performance examples and references (10%)
- Pricing (25%)

**Procurement contacts:**

Wesley Day | Sr. Manager Procurement | Phone: 703-908-5877 | Email: [wrday@amva.org](mailto:wrday@amva.org)

Siedah Ross | Procurement Specialist | Phone: 703-908-2861 | Email: [sross@amva.org](mailto:sross@amva.org)

Thank you for your interest.

Sincerely,

Wesley Day

Sr. Manager, Procurement

## 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):

I/we declare that all answers and statements made in the proposal are true and correct.

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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

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Signature of Offeror

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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.

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Printed Name of Vendor

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

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Signature of Authorized Representative