



August 23, 2019

Dear Vendors:

**Reference: RFQ No. FY20-20037**

**Subject: Wage Compensation Study**

AAVMA invites Quotes from qualified firms or consultants and desires to obtain a firm fixed price proposal to:

1. Complete a Classification and Compensation Study of employers who are providing equitable services, and
2. Based on that study, prepare a comparative analysis that identifies AAMVA's competitive position in a comparative labor market, including comparative employers, and

The resulting classification and compensation program shall enable AAMVA to competitively recruit employees, motivate employees to excel in job performance, and fit with the organization's current size and culture.

**Statement of work:**

The Consultant shall schedule and provide a project kickoff meeting with the HR Director and appropriate AAMVA staff to ensure the project timeline and deliverables are on target with the desired outcomes.

The consultant shall conduct a comprehensive study and classification assessment of the organization's employee salary structures, competitive position and comparative labor market. Additionally, the project will entail a review of the organization's current bonus and benefit programs compared to the market.

**Deliverables:**

Provide a final report for the organization's employee salary structures, bonus and benefits programs and analysis along with any recommendations for improvement.

**Period of Performance:**

Contract Award to December 31, 2019

**Labor Rates and Resumes:**

Please provide resumes or executive summaries for the key personnel proposed to perform the work in your submission. Also include the breakdown between different salary structures and rates for ad-hoc services.

**Past Performance and References:**

Please provide examples of past performance along with three (3) professional references.

**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%)
- Technical Experience: (20%)
  - Project Team Structure
  - Staff Qualification/Experience
  - Consulting Experience
- Past performance examples and references (10%)
- Pricing (30%)

**RFQ Timeline and Instructions:**

<b>Issue Request for Quotes</b>	August 23, 2019
<b>Questions Due</b>	August 30, 2019
<b>Quotes Due</b>	September 13, 2019
<b>Evaluate Quotes</b>	ASAP
<b>Announce "Apparent Successful Contractor"</b>	ASAP
<b>Negotiate Contract</b>	Sept 2019
<b>Begin Contract Work</b>	October 2019

Please submit your quote in ***pdf format*** as soon as possible but **NLT September 13, 2019 5pm EST.**

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.

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):

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 Quotes, 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 Quotes 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.

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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

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Printed Name and Title of Authorized Representative

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Signature of Authorized Representative