

**State of Nebraska (State Purchasing Bureau)**  
**REQUEST FOR INFORMATION**

RETURN TO:  
NE Department of Motor Vehicles  
301 Centennial Mall South, 1st Fl  
Lincoln, Nebraska 68508  
OR  
P.O. Box 94789  
Lincoln, Nebraska 68509-4789  
Phone: 402-471-3909  
Fax: 402-471-8694

|   |                      |
|---|----------------------|
| SOLICITATION NUMBER                         | RELEASE DATE         |
| <b>RFI 032012DMV</b>                        | <b>March 2, 2012</b> |
| OPENING DATE AND TIME                       | PROCUREMENT CONTACT  |
| <b>April 6, 2012 2:00 p.m. Central Time</b> | <b>Betty Johnson</b> |

This form is part of the specification package and must be signed and returned, along with information documents, by the opening date and time specified.

**PLEASE READ CAREFULLY!**

**SCOPE OF SERVICE**

The State of Nebraska, Department of Motor Vehicles, is issuing this Request for Information RFI 032012DMV for the purpose of gathering information to determine options for printing and mailing services in support of vehicle registration renewal.

Written questions are due no later than March 23, 2012, and should be submitted via e-mail to [betty.johnson@nebraska.gov](mailto:betty.johnson@nebraska.gov). Written questions may also be sent by facsimile to 402-471-8694.

Sealed information must be received in the Department of Motor Vehicles on or before April 6, 2012, 2:00 Central Time, at which time information will be publicly opened.

Respondent should submit one (1) original and five (5) copies of the entire RFI response. RFI responses must be submitted by the RFI due date and time.

RFI RESPONSE MUST MEET THE FOLLOWING REQUIREMENTS TO BE CONSIDERED VALID. RFI RESPONSE WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1. RFI responses must be received in the Department of Motor Vehicles office by the date and time of RFI opening indicated above. No late information will be accepted. No electronic, e-mail, fax, voice or telephone information will be accepted.
2. RFI response must meet all specifications of the RFI.
3. This form "REQUEST FOR INFORMATION" MUST be manually signed, in ink, and returned by the information opening date and time along with the response and any other information as requested in the RFI.
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid or in the final contract.

**BIDDER MUST COMPLETE THE FOLLOWING**

By signing this Request For Information form, the bidder guarantees compliance with the provisions stated in this Request for Information.

FIRM: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME & TITLE OF SIGNER: \_\_\_\_\_

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**I. SCOPE OF THE REQUEST FOR INFORMATION**

The State of Nebraska, Department of Motor Vehicles (hereafter known as NDMV), is issuing this Request for Information, RFI 032012DMV for the purpose of gathering information to determine options for mailing motor vehicle registration renewal notices.

**ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT:** <http://www.das.state.ne.us/materiel/purchasing/rfp.htm>

**A. SCHEDULE OF EVENTS**

The State expects to adhere to the tentative schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

|    | <b>ACTIVITY</b>   | <b>DATE/TIME</b>                  |
|----|---|-----------------------------------|
| 1  | Release Request for Information   | 3/2/12                            |
| 2  | Last day to submit written questions  | 3/23/2012                         |
| 3  | State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at:<br><a href="http://www.das.state.ne.us/materiel/purchasing/rfp.htm">http://www.das.state.ne.us/materiel/purchasing/rfp.htm</a> | 3/30/2012                         |
| 2  | RFI opening<br>Location: Nebraska State Office Building<br>Department of Motor Vehicles<br>North Conference Room<br>301 Centennial Mall South, Mall Level<br>Lincoln, NE 68508  | 4/6/12<br>2:00 PM<br>Central Time |
| 3. | Conduct oral interviews/presentations and/or demonstrations, (if required)  | To Be Determined                  |

## II. RFI RESPONSE PROCEDURES

### A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information (RFI) reside with the NDMV. The point of contact for the procurement is as follows:

Name: Betty Johnson  
Agency: Nebraska Department of Motor Vehicles  
Address: 301 Centennial Mall South, Mall Level  
Lincoln, NE 68508

OR

Address: P.O. Box 94789  
Lincoln, NE 68509  
Telephone: 402-471-3909  
Facsimile: 402-471-8694  
E-Mail: [betty.johnson@nebraska.gov](mailto:betty.johnson@nebraska.gov)

### B. GENERAL INFORMATION

There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

### C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential respondents and individuals employed by the State is restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

**D. WRITTEN QUESTIONS AND ANSWERS**

Any explanation desired by a bidder regarding the meaning or interpretation of any Request for Information provision must be submitted in writing to the NDMV and clearly marked "RFI Number 032012DMV; Renewal Notice Questions". It is preferred that questions be sent via e-mail to [betty.johnson@nebraska.gov](mailto:betty.johnson@nebraska.gov). Questions may also be sent by facsimile to 402-471-8694, but must include a cover sheet clearly indicating that the transmission is to the attention of Betty Johnson, showing the total number of pages transmitted, and clearly marked "RFI Number 032012DMV; Renewal Notice Questions".

Written answers will be provided through an addendum to be posted on the Internet at: <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.

**E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS**

The Review Committee(s) reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the State.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the respondent and will not be compensated by the State

**F. SUBMISSION OF RESPONSE**

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original, clearly identified as such, and five (5) copies of the entire RFI response should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. RFI responses must be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses must reference the request for information number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear as specified on the face of each container. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. If a recipient phone number is required for delivery purposes, 402-471-2401 should be used. The request for information number must be included in all correspondence.

**G. PROPRIETARY INFORMATION**

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General

Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

**H. REQUEST FOR INFORMATION OPENING**

The sealed responses will be publicly opened and the responding entities announced on the date, time and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening.

**I. LATE REQUEST FOR INFORMATION RESPONSES**

RFI responses received after the time and date of the RFI opening will be considered late responses. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. The State is not responsible for responses that are late or lost due to mail service inadequacies, traffic or any other reason(s).

### **III. PROJECT DESCRIPTION**

The NDMV is seeking a cost effective solution for the elimination of motor vehicle renewal notices mailed from 94 locations. NDMV's goal is to secure a centralized mailing service that is capable of merging vehicle and owner information from the Vehicle Title and Registration (VTR) system with county specific information (e.g. County Treasurer name and address) and variable text (based on specific codes contained in the vehicle information retrieved from VTR) to create the notices.

The NDMV desires the submission of written information from interested parties identifying options for mailing services for motor vehicle registration renewal notices. NDMV requests that information provided include how the vendor would propose to receive data extracted from the NDMV on a monthly basis from VTR, print individualized renewal notices, mail in the most cost effective manner possible, and bill multiple local government agencies.

#### **A. PURPOSE AND BACKGROUND**

The overall goal of the printing and mailing process would be to eliminate on-site printing of renewal notices in 93 county offices and the NDMV and to take advantage of savings from centralized mailing services.

#### **B. CURRENT ENVIRONMENT**

Currently, renewal notice postcards (see Attachment A for an example) are pre-printed in continuous form by a vendor with basic renewal notice information. Ninety-one of the 93 county treasurer offices and the NDMV print the vehicle and owner information on the postcards using a VTR program and a Lexmark dot matrix printer. The postcards are manually separated and mailed from each location.

The remaining two counties, Lancaster and Douglas, currently transmit the renewal notice data file from VTR to an outside system for processing. Notices are printed on 8 ½" x 11" sheets which are inserted into envelopes prior to mailing (see Attachments B and C).

Each county pays for the costs of processing, printing, and mailing the notices.

Approximately 2.4 million renewal notices are mailed statewide on an annual basis. The county treasurer mailings occur on a monthly basis, while the NDMV has one small mailing in November of each year. The renewal notice is required by law to be mailed to the address on the registration certificate on or before the first day of the month in which the vehicle registration expires.

Some county treasurer offices manually sort the cards by owner name in order to group multiple notices together for mailing in a single envelope.

Some county treasurer offices use stamps, stickers, or typewriters to add vehicle/license plate specific instructions to the renewal notices (i.e. proof of HVUT payment required for vehicles registered for more than 27 ton).

#### **C. INFORMATION REQUESTED**

The respondents should provide the following information in response to this Request for Information:

##### **1. Data**

Identify mechanism for receiving the data file from the NDMV via a secure process.

Identify processes for parsing the data and inserting variable text based on content of data received from NMDV.

Identify timeframe necessary for receiving the data to allow for mailing on or before the first day of the month.

**2. Renewal Notice Format**

Present design options for renewal notices that, while limiting cost, incorporate the following:

- a. Return address of county treasurer for the county in which the vehicle is registered.
- b. General information present on the current renewal notice postcards.
- c. Vehicle and owner information present on the current renewal notice postcards.
- d. Applicable vehicle/license plate specific instructions.
- e. A barcode containing renewal notice specific information for use at the county treasurer offices.
- f. A prominently displayed notice offering the option for online renewal.

Suggested solutions must ensure compliance with the [Uniform Motor Vehicle Records Disclosure Act](#) (Nebraska's version of the DPPA).

**3. Invoicing**

Identify options available for individually invoicing 94 (NDMV and county treasurer) entities monthly for the specific number of notices printed and mailed for each.

**4. Cost Savings Recommendations**

Identify suggestions for cost savings that may be incorporated into the printing and mailing process.



# Form A

## Respondent Contact Sheet

### Request for Information Number 032012DMV

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the respondent's name and address, and the specific persons who are responsible for preparation of the respondent's response.

| Preparation of Response Contact Information |  |
|---|--|
| Respondent Name:                            |  |
| Respondent Address:                         |  |
| Contact Person & Title:                     |  |
| E-mail Address:                             |  |
| Telephone Number (Office):                  |  |
| Telephone Number (Cellular):                |  |
| Fax Number:                                 |  |

Each respondent shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the respondent's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

| Communication with the State Contact Information |  |
|--|--|
| Respondent Name:                                 |  |
| Respondent Address:                              |  |
| Contact Person & Title:                          |  |
| E-mail Address:                                  |  |
| Telephone Number (Office):                       |  |
| Telephone Number (Cellular):                     |  |
| Fax Number:                                      |  |

## Attachment A

MAKE CHECKS PAYABLE TO:

  

| PROOF OF INSURANCE REQUIRED WHEN LICENSING |        |
|--|--------|
| DESCRIPTION                                | AMOUNT |
|  |        |

  

|                          |            |
|--------------------------|------------|
| RENEWAL NOTICE PERIOD OF | TO         |
| PLATE NUMBER             | PLATE TYPE |
| DISTRICT                 |            |
| TITLE                    | PR#        |
| YR/MAKE/MODEL            |            |
| VIN/HULL I.D.            |            |

  

|                     |  |
|---------------------|--|
| TOTAL AMOUNT DUE    |  |
| HANDLING FEE DUE    |  |
| IF RENEWING BY MAIL |  |

Renew online at: [www.clickdmv.ne.gov](http://www.clickdmv.ne.gov)

Contact county treasurer if information on the vehicle is incorrect or has changed.

If this vehicle is powered by an alternative fuel such as electricity, please inform the county treasurer at time of registration renewal.

**Notice** — Bulk Fuel purchasers may be subject to Federal Excise Tax Liability.

Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.

Nebraska law requires all motor vehicles to be registered in the county where the vehicle has situs. (Situs: Where the motor vehicle is stored and kept for the greater portion of the calendar year.)

\* Proof of insurance shall be a Certificate of Insurance (card), an Insurance Policy, a Bond or a Certificate of Self-Insurance. No photocopies accepted - you must provide the original documents. If renewing by mail, your proof of insurance will be returned to you with your new registration.

**Renew online at:**  
[www.clickdmv.ne.gov](http://www.clickdmv.ne.gov)

When renewing your vehicle by mail provide the following:

- This postcard or a copy of the registration. Original registration may be kept with vehicle.
- Proof of insurance\*
- Payment listed in the black box.

When renewing your vehicle in person provide the following:

- This postcard or a copy of the registration. Original registration may be kept with vehicle.
- Proof of insurance\*
- Payment listed in the red box.

## Attachment B Lancaster County Renewal Notice

### ANDY STEBBING, LANCASTER COUNTY TREASURER MOTOR VEHICLE SERVICES

625 No. 46<sup>th</sup> Street, Lincoln, NE 68503 (402) 441-7497

|   |                    |               |
|---|--------------------|---------------|
| Renewal Notice Period of 6/2011 to 6/2012 | <b>Description</b> | <b>Amount</b> |
| Plate Number      Plate Type    TE        | REGISTRATION FEE   | 23.50         |
| District      TDI                         | WHEEL TAX          | 81.00         |
| Title                      PR#            | PLATE FEE          | 6.60          |
| Year:    2006    Make: FORD    Model: F1S |                    |               |
| VIN/Hull I.D.: {VIN VALUE}                |                    |               |

|                            |               |
|----------------------------|---------------|
| <b>Total Amount Due</b>    | <b>111.10</b> |
| Plate Postage              | 3.00          |
| <b>If Renewing by Mail</b> | <b>114.10</b> |



Public John, Q  
123 Main Street  
Lincoln, NE 68503



Return stub with payment to **ANDY STEBBING, LANCASTER COUNTY TREASURER** - Return envelope enclosed  
Check payments may be converted to an ACH item

Please bring form 457

**SPECIAL MESSAGES**

## RENEW FROM HOME AT [CLICKDMV.NE.GOV](http://CLICKDMV.NE.GOV)

|   |                    |               |
|---|--------------------|---------------|
| Renewal Notice Period of 6/2011 to 6/2012 | <b>Description</b> | <b>Amount</b> |
| Plate Number      Plate Type    TE        | REGISTRATION FEE   | 23.50         |
| District      TDI                         | WHEEL TAX          | 81.00         |
| Title                      PR#            | PLATE FEE          | 6.60          |
| Year:    2006    Make: FORD    Model: F1S |                    |               |
| VIN/Hull I.D.: {VIN VALUE}                |                    |               |

|                            |               |
|----------------------------|---------------|
| <b>Total Amount Due</b>    | <b>111.10</b> |
| Plate Postage              | 3.00          |
| <b>If Renewing by Mail</b> | <b>114.10</b> |

Public John, Q  
123 Main Street  
Lincoln, NE 68503

**WHEN RENEWING YOUR VEHICLE BY MAIL, PROVIDE THE FOLLOWING:**

- Top portion of this form or a copy of the registration--original registration may be kept with vehicle
- Proof of Insurance\*
- Second payment amount listed above (must include mailing fee shown)

**WHEN RENEWING YOUR VEHICLE IN PERSON, PROVIDE THE FOLLOWING:**

- Top portion of this form or a copy of the registration--original registration may be kept with vehicle
- Proof of Insurance\*
- First payment amount listed above (excludes mailing fee shown)

**Contact the County Treasurer Motor Vehicle Division if information on this vehicle is incorrect or has changed.**

If this vehicle is powered by an alternative fuel such as electricity, please inform the County Treasurer at time of registration renewal. Requests for refunds/credit of fees upon loss of possession or transfer of ownership must be made within sixty days from the date of loss/transfer.

Notice - Bulk fuel purchasers may be subject to federal excise tax liability.

Returned Items will result in voiding of registration.

\*Proof of Insurance shall be a Certificate of Insurance (card), an Insurance Policy, a Bond, or a Certificate of Self-Insurance. No photocopies can be accepted - you must provide the ORIGINAL DOCUMENT. If renewing by mail, your Proof of Insurance will be returned with your new registration.

## Attachment C Douglas County Renewal Notice

|                |               |             |         |                   |        |
|----------------|---------------|-------------|---------|-------------------|--------|
| RENEWAL NOTICE | 12/2011       | TO          | 12/2012 |                   |        |
| PLATE NUMBER   |               | PLATE TYPE  | PA      | DESCRIPTION       | AMOUNT |
| DISTRICT       | OMAHA         |             |         | MOTOR VEHICLE FEE | 5.00   |
| TITLE          |               | PREV REG. # |         | REGISTRATION FEE  | 20.50  |
| DESCRIPTION    | 1997 CHEV BZR |             |         | WHEEL TAX         | 50.00  |
| VINHULL I.D.   |               |             |         |                   |        |

Public John, Q  
123 Main Street  
Lincoln, NE 68503

|                          |              |
|--------------------------|--------------|
| <b>TOTAL AMOUNT DUE</b>  | <b>75.50</b> |
| <b>IF PAYING BY MAIL</b> | <b>3.00</b>  |
| <b>RENEWAL BY MAIL</b>   | <b>78.50</b> |



**Specialty-Message Plate Pickup**

Please contact us (402) 444-7103 so we may deliver the plates to the location of your choice. These plates are no longer available for pickup at our Downtown location.

**City Wheel Tax Late Fee**

Per Omaha City Council Ordinance, vehicle owners living within the city limits and its 3 mile zoning jurisdiction will be assessed a \$25.00 late fee if the City Wheel Tax is not paid within 5 calendar days following the expiration of this vehicle registration.

|                |               |             |         |                   |        |
|----------------|---------------|-------------|---------|-------------------|--------|
| RENEWAL NOTICE | 12/2011       | TO          | 12/2012 |                   |        |
| PLATE NUMBER   |               | PLATE TYPE  | PA      | DESCRIPTION       | AMOUNT |
| DISTRICT       | OMAHA         |             |         | MOTOR VEHICLE FEE | 5.00   |
| TITLE          |               | PREV REG. # |         | REGISTRATION FEE  | 20.50  |
| DESCRIPTION    | 1997 CHEV BZR |             |         | WHEEL TAX         | 50.00  |
| VINHULL I.D.   |               |             |         |                   |        |

Public John, Q  
123 Main Street  
Lincoln, NE 68503

|                          |              |
|--------------------------|--------------|
| <b>TOTAL AMOUNT DUE</b>  | <b>75.50</b> |
| <b>IF PAYING BY MAIL</b> | <b>3.00</b>  |
| <b>RENEWAL BY MAIL</b>   | <b>78.50</b> |

2000