



**American Association of
Motor Vehicle Administrators**

OUR MISSION

*Serve North American
motor vehicle and law
enforcement agencies
to accomplish their
missions.*

OUR VISION

*Safe drivers
Safe vehicles
Secure identities
Saving lives!*

REQUEST FOR PROPOSAL

No. FY24-34985

Fulfillment and Logistics Outsourcing

May 2024

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The American Association of Motor Vehicle Administrators (AAMVA) is a non-profit organization, representing the state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws.

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1 INTRODUCTION

1.1 ENTITY BACKGROUND

AAMVA is a tax-exempt, nonprofit organization that develops and supports 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 that 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 PURPOSE

The American Association of Motor Vehicle Administrators (referred to here as "AAMVA") releases this request for proposal (RFP) to solicit proposals from qualified firms interested in participating in the bidding process.

The purpose of this RFP is to source a provider who can provide the following services to all AAMVA meetings and conferences:

1. Inventory collection/receipt;
2. Inventory warehousing and management;
3. Inventory packaging and preparation;
4. Inventory shipping selection and coordination; and,
5. Printing event-related materials.

1.3 MINIMUM QUALIFICATIONS

The offeror must meet the minimum qualifications called out below:



Introduction

1. Seven (7) years of demonstrated experience in the commodities or services listed in Section 3 of this RFP.
2. Geographical reach INSERT TEXT (e.g. CONUS).
3. License and our insurance requirements.

1.4 PERIOD OF PERFORMANCE

The performance period for the anticipated contract will be base year plus additional multiple years as needed.



2 GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact at 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	AAMVA Procurement
Address	4401 Wilson Boulevard, Suite 700
City, State, Zip Code	Arlington, Virginia 22203
Phone Number	703-908-2861
Coordinator	Khalid Rahimi
Title	Senior Procurement Manager
E-Mail Address	procurement@aamva.org

AAMVA will consider any other communication as unofficial and non-binding on AAMVA. Communication directed to parties other than the RFP Coordinator, as related to the scope of the RFP, may result in disqualification of the Proposal.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

The estimated procurement schedule of activities for this RFP is as follows; AAMVA reserves the right to modify this schedule:

Activity	Date
Issue RFP	5/6/2024
Written Intent to Bid Due	5/13/2024
Written Questions Due from Offerors About Scope or Approach	5/17/2024
Pre-Proposal Conference (Optional element)	5/27-31- 2024
Proposals Due	6/7/2024
Evaluate Proposal	6/10-21 2024
Finalist Presentations for short-listed vendors (date/time TBD)	6/24-28 2024
Announce “Apparent Successful Offeror”	1 week post presentations

2.3 ACCEPTANCE PERIOD

The Proposal must provide 120 days for acceptance by AAMVA from the date of submission.

2.4 RESPONSIVENESS

The RFP Coordinator will review the Proposal to determine compliance with administrative requirements and instructions specified in this RFP. The offeror is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

AAMVA also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.5 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 that the offeror can propose. AAMVA also reserves the right to contact a offeror for clarification of its Proposal and request a face-to-face meeting.

The offeror must 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.

2.6 GENERAL TERMS AND CONDITIONS

The apparent successful offeror will be expected to enter into a contract or purchase order with general terms and conditions agreeable to both parties. It is AAMVA's preference to engage offeror's under AAMVA's own standard contract terms and conditions in response to this solicitation; however, depending upon the specific procurement requirements, AAMVA may entertain offeror standards contract terms. The offeror may submit exceptions as allowed in [§5.2 Exhibit B: Certifications and Assurances](#) to this solicitation. AAMVA will review requested exceptions and will accept or reject them at its sole discretion.

2.7 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.

2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate AAMVA to contract for the services/commodities specified herein.

2.9 REJECTION OF PROPOSAL

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 AND STATEMENT OF WORK

3.1 OVERVIEW AND GENERAL REQUIREMENTS

The provider must demonstrate a comprehensive ability to offer professional services encompassing all aspects outlined in the “scope of services” section. This include, but is not limited to:

1. Required Services:
 - a. Inventory collection/receipt;
 - b. Inventory warehousing and management;
 - c. Inventory packaging and preparation;
 - d. Inventory shipping selection and coordination; and,
 - e. Printing event-related materials.
2. Optional Services

3.2 REQUIRED SERVICES

3.2.1 Collection/receipt of inventory

- Initial collection of inventory from our headquarters office building in Arlington, VA. May require packaging and or containerizing of the inventory on/at our office location.
- Receiving future items past initial collection for processing and fulfillment logistics (e.g., branded promotional items).

3.2.2 Inventory warehousing and management:

- Custodial management of AAMVA inventory:
 - a. Tagging and cataloging of all inventory; ensuring inventory packaging is clearly and accurately labeled.
 - b. Maintaining accurate records of inventory and asset transit.
 - c. For any event consumable items (e.g., event or promotional materials) vendor will track quantities and alert AAMVA of restocking requirements.
- Quality control of inventory:
 - a. Ensure inventory remains in good condition, undamaged, and available for AAMVA use as required.
 - b. When ordered and added to AAMVA inventory, initial spotcheck/review of new materials ensuring they have been produced for accurately and are in good condition (e.g., awards trophies).
- Warehousing/storage of all inventory in secure and accessible environment.

3.2.3 Inventory packaging and preparation

- Upon request, prepare and pack required inventory assets for shipment to AAMVA locations. AAMVA will provide inventory asset lists prior to the event date.



- As required, supply high quality packing materials to ensure AAMVA inventory is protected in transit. Note, inventory may require palletization.
 - a. For volume approximation, AAMVA has estimated the following event statistics:
 - i. Large events: Conferences shipments (6 total conferences per calendar year) would consist of several pallets of items including promotional items, signage, podiums, banners, flags, printed materials, awards, and potentially audio-visual equipment such as LCD protectors, printers, and laptop computers, and other materials as needed.
 - ii. Small events: Small meeting shipments (approximately 30 per calendar year) would consist of 2-5 boxes of materials, to include name badges, tent cards, magazines, and other materials as needed.

3.2.4 Inventory shipping selection and coordination:

- Source on behalf of AAMVA, best possible shipping rates for both large and small events. AAMVA will provide inventory asset lists, event locations and specifics, and any other pertinent information prior to the event date
- Ensure that shippers are properly licensed and ensured.
- Supply shippers with a complete inventory manifest.
- Coordinate delivery to AAMVA events as well as receipt of AAMVA inventory following events.

3.2.5 Printing event-related materials:

- Printing tent cards for all requested events to AAMVA specifications, as requested.
- Printing name badges for small meetings to AAMVA specifications, as requested.
- Printing other event-related materials to AAMVA specifications, as requested (e.g., agendas and signage as needed).

3.3 OPTIONAL SERVICES

*Note – The optional additional services include inspection and functionality of all AAMVA IT assets (e.g., badge printers and screens, event laptops, LCD projectors) to conferences.

Registration PCs Checklist

1. Physically inspect the shipping crates, the AIO PCs, Epson printers and other hardware for any sign of damage once they are returned to warehouse
2. Run windows updates and Dell driver updates.
3. When toner is empty, swap empty toner with new one in printer.
4. Fill the stock of toner, waste toner, badge stock paper.



Event Laptops Checklist

1. Physically inspect the crate and each laptop for any sign of damage.
2. Run windows updates and Dell driver updates.
3. Do test calls to ensure hardware is in good working condition.
4. Check other items such as batteries, chargers, clickers, and add them if missing.

Projectors Checklist

1. Physically inspect the crate and projectors for any sign of damage.
2. Test projector to ensure it operates properly.

Other items Checklist

1. Physically inspect all other printers for damage.
2. Refill stock of toner to ensure a full set is available for each printer.
3. Ship registration printers to our vendor for annual maintenance.

4 PROPOSAL INSTRUCTIONS AND EVALUATION PROCEDURE

4.1 PROPOSAL CONTENT

The proposal shall be comprised of the following two (2) volumes, numbered Volumes I and II. Please follow the submission instructions listed in section 4.2.

4.1.1 Volume I Corporate & Technical Experience

4.1.1.1 *Corporate/firm background and experience.*

- Limit to five (5) single-spaced pages including graphics.
- Offeror(s) shall provide a summary of any corporate information relevant to this RFP, which should include, at minimum: Length of time providing like requested services, experience handling similar level of services as AAMVA needs in this RFP, and summary of the financial strength of the company.
- Offeror(s) shall describe three (3) examples of similar support services that offeror has provided of comparable size in the past three (3) years. For each example include contact information, project scope, relevance to this solicitation, timeline/dedicated hours, and written permission for a reference to discuss its performance with AAMVA.
- Offerer shall state how they meet the minimum requirements as called out in section 1.3

4.1.1.2 *Project Scope of Services*

- Limit to twenty-five (15) single-spaced pages including graphics.
- Please format your response in the same outline as Section 3 of this RFP.

See [§ 3 SCOPE OF SERVICES AND STATEMENT OF WORK](#) for requirements.

For each area identified in section 3, please call out your project/task level methodology that will best provide successful outcomes.

4.1.2 Volume II Price Proposal

- Limit to ten (10) single-spaced pages.

- Offeror(s) shall provide the best financial proposal to complete the work for the duration of the contract term.
- Professional Services:

4.1.2.1 *Required Services:*

- Please provide the all-inclusive pricing at specified inventory quantities estimates to complete the work requested in the stated within [§ 3 SCOPE OF SERVICES AND STATEMENT OF WORK](#).
- Discounts on required services:
 - Please list discounts based on volume or other terms as applicable, please specify how discounts are calculated and applied.
- Other Fees/terms (if required): Please include pricing for travel, other direct costs, or other terms as required.

4.1.2.2 *Optional Services:*

- Please provide the all-inclusive pricing estimates to complete the work requested in the stated within [§ 3 SCOPE OF SERVICES AND STATEMENT OF WORK](#).
- Discounts on optional services:
 - Please list discounts based on volume or other terms as applicable, please specify how discounts are calculated and applied.
- Other Fees/terms (if required): Please include pricing for travel, other direct costs, or other terms as required.

4.2 PROPOSAL SUBMISSION

- Proposal must be submitted in soft copy (Adobe PDF format) as set forth below.
- All text shall be twelve (12) point font, and page limits shall be as indicated. ***Please do not include corporate marketing material or boiler plate information in your response.***
- The Proposal is to be sent to the RFP Coordinator at the email address noted in [§2.1 RFP Coordinator](#). The email must be clearly marked with the RFP number.



- Any modifications to a Proposal in response to this RFP will be subject to these same conditions. The Proposal must respond to the procurement 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 procurement document may result in rejection of the Proposal as non-responsive. All Proposals and any accompanying documentation become the property of AAMVA and will not be returned.
- Proposals must be submitted as two separate files in your response as follows:
 - **File 1:** Shall include Volumes I labeled “Corporate & Technical Proposal Response for RFP 34985 by <company name>.pdf”
 - **File 2:** Shall include Volume II, Price proposal response labeled “Price proposal response for RFP 34985 by <company name>.pdf”. Please also include the signed Exhibits B and C.

4.3 PROPOSAL EVALUATION

4.3.1 EVALUATION AND CONTRACT AWARD

All Proposal 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.

4.3.2 EVALUATION PROCEDURE

Response to proposals will be evaluated in accordance with the specifications stated in this solicitation and any addendum issued. Award will be made to the offeror that provides the best overall value to AAMVA.

	Description
1	Volume 1.1 Corporate Evaluation & Technical Experience
1.1	Corporate/Firm Background & Experience <i>(see section 4.1.1.1)</i>
1.2	Project Scope of Services/Technical Solution <i>(see section 4.1.1.2)</i>
2	Volume II Cost Proposal
2.1	Required Services <i>(see section 4.1.2.1)</i>
2.1	Optional Services <i>(see section 4.1.2.2)</i>
3	Interviews
3.1	Presentations

5 RFP EXHIBITS

5.1 EXHIBIT B: 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 contracts:

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 offeror and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other offeror 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 offeror 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



5.2 EXHIBIT C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective offeror 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.

Offeror 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 Offeror

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

above.