



Texas Dept of Motor Vehicles Purchase Order # 60800 0000001964

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **D** Date: **01/22/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: EXPLORE INFORMATION SERVICE LLC
PO BOX 203489
DALLAS TX 753203489
United States

Ship To: 1P00
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1810572768

Purchaser: Lilia Ana VanderWal
Phone: 512/465-5808
Fax: 512/465-5641
Email: Lilia.VanderWal@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

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Payment:
Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@TxDMV.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

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Quantity(ies):
Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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Per: RFO(Request for Offer), Vendor Response, Clarifications; Questions and Answers, and BAFO (Best and Final Offer) submittals.

Dates of Service: Jan 25, 2016 through July 31, 2017

PO Deliverables to include Project Weekly Status Reports at no cost.
Delivery Due Date: Weekly

Explore Information Services, LLC Point of Contact: John Christenson @ 651-405-4268

TxDMV Point of Contact: Bonnie Davidson @ 512-465-5621

Authorized Signature
Lilia A. VanderWal, CTM, CDM
01/22/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001964

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017. Project Kick-Off Presentation - Delivery Date within 14 days of Contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	<input type="text" value="17100.00"/>
<u>Contract ID:</u> 0000001964				<u>ReqID:</u> 0000001869			
						Item Total for Line # 1	<input type="text" value="17100.00"/>
2- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Initial Draft Project Work Plan - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	<input type="text" value="17100.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 2	<input type="text" value="17100.00"/>

Authorized Signature

Julia A. VanderWal, CPA, CTM

01/22/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 000001964

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Final Project Work Plan - Delivery Date within 30 days of contract	962/40	29925.0000	UNT	1.00000	29925.00	07/31/2017
						Schedule Total	29925.00
Contract ID: 0000001964						Item Total for Line # 3	29925.00
4- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Initial Draft Project Management Plan - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	17100.00
Contract ID: 0000001964						Item Total for Line # 4	17100.00
5- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Final Project Management Plan - Delivery Date within 30 days of contract	962/40	29925.0000	UNT	1.00000	29925.00	07/31/2017
						Schedule Total	29925.00
Contract ID: 0000001964						Item Total for Line # 5	29925.00

Authorized Signature

Julia A. VanderWal, CTM, CCM

01/22/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001964

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
6- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Initial Draft Risk Management Plan - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	<input type="text" value="17100.00"/>
<u>Contract ID:</u> 0000001964						Item Total for Line # 6	<input type="text" value="17100.00"/>
7- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Final Risk Management Plan - Delivery Date within 30 days of contract	962/40	29925.0000	UNT	1.00000	29925.00	07/31/2017
						Schedule Total	<input type="text" value="29925.00"/>
<u>Contract ID:</u> 0000001964						Item Total for Line # 7	<input type="text" value="29925.00"/>
8- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Project Risk / Issue Register - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	<input type="text" value="17100.00"/>
<u>Contract ID:</u> 0000001964						Item Total for Line # 8	<input type="text" value="17100.00"/>

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Julia A. VanderWal, CTM, CCM

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
9- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Initial Communication Management Plan - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	17100.00
Contract ID: 0000001964						Item Total for Line # 9	17100.00
10- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Final Communication Management Plan - Delivery Date within 30 days of contract	962/40	29925.0000	UNT	1.00000	29925.00	07/31/2017
						Schedule Total	29925.00
Contract ID: 0000001964						Item Total for Line # 10	29925.00
11- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Application Design Specification	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	84547.00
Contract ID: 0000001964						Item Total for Line # 11	84547.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
12- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Project Infrastructure Design Specification - Delivery Date within 14 days of contract	962/40	17100.0000	UNT	1.00000	17100.00	07/31/2017
						Schedule Total	<input type="text" value="17100.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 12	<input type="text" value="17100.00"/>
13- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Interface Design Specification	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 13	<input type="text" value="84547.00"/>
14- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Initial Project Training	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 14	<input type="text" value="84547.00"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
15- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 User Training Plan - Delivery Date within 30 days of Implementation	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 15	<input type="text" value="84547.00"/>
16- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Test Plan	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 16	<input type="text" value="84547.00"/>
17- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 System Test Report	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
<u>Contract ID:</u> 0000001964							
						Item Total for Line # 17	<input type="text" value="84547.00"/>

Authorized Signature

Julia A. VanderWal, CPA, CTM

01/22/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001964

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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18- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 User Acceptance Testing UAT Report	962/40	84547.0000	UNT	1.00000	84547.00	07/31/2017
						Schedule Total	<input type="text" value="84547.00"/>
Contract ID: 0000001964							
						Item Total for Line # 18	<input type="text" value="84547.00"/>

19- 1	Explore TxIRP System Automation Dates of Service: January 25, 2016 through July 31, 2017 Development Plan - Delivery Date within 30 days of production implementation	962/40	84546.0000	UNT	1.00000	84546.00	07/31/2017
						Schedule Total	<input type="text" value="84546.00"/>
Contract ID: 0000001964							
						Item Total for Line # 19	<input type="text" value="84546.00"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

Terms and Conditions:
 Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature
Julia A. VanderWal, CPA, CTM
01/22/2016



Texas Department of Motor Vehicles
Finance and Administrative Services Division,
Purchasing Section
4000 Jackson Avenue
Austin, Texas 78731
TxDMV Purchaser: Lilia VanderWal, CTCM, CTPM
Phone: 512-465-5808
Fax: 512-465-5641
Email: Lilia.VanderWal@TxDMV.gov

Request for Offer (RFO)

For

Texas International Registration Plan (TxIRP) System Single Sticker II System Automation

RFO Number: 60800 0000001964
RFO Closing Date: 12/08/2015
RFO Closing Time: 3:00 pm

Class-Item:
920-40, 920-46

NOTE TO RESPONDENT

“The issuing office believes that the requested items in this request for offers may be proprietary to one vendor under Government Code, §2155.067; however, the issuing office strongly encourages offers from all qualified respondents who may be able to provide the requesting items.”

When responding to this solicitation you must respond with all information/documents pertaining to the award of the product and/or services to include: any exceptions to TxDMV’s Standard Terms and Conditions (TxDMV excludes any of respondent’s exceptions to the standard terms and conditions and any additional terms and conditions provided by respondent in its response unless expressly agreed otherwise in the award), Statements of Work and/or any agreements.

All documentation (license, maintenance agreements, etc.) that are needed for TxDMV signature must be sent with vendor response.

Any information/documents/exceptions received after the response/closing date will not be considered.

Section 1 Objective and Background

1.1 OBJECTIVE

The Texas Department of Motor Vehicles (TxDMV) issues this Request for Offer (RFO) for the modifications of the Texas International Registration Plan (The system) web-based registration system (the system) to automate the verification of Texas vehicle safety and emissions inspection records. Through the modernization and streamlining of the existing processes, the TxDMV expects to realize a reduction of cost in providing services in support of the Single Sticker program.

Initial Deployment – Phase I

Moving to a single-sticker system will require most vehicles' inspection and registration dates to be aligned (synced up – Phase I). To accomplish this while also minimizing the impact on carriers, until February 29, 2016, carriers will be allowed to register their vehicle if their current vehicle inspection is still valid. At the time of inspection, the inspection station will update the TxDPS and Texas Commission on Environmental Quality (TCEQ) cloud database with the inspection record and carriers will be provided with a printed Vehicle Inspection Report (VIR). Commercial carriers will not be required to abide by the 90 day sync up period. However, non-commercial vehicles will be required to abide by the 90-day inspection window until their vehicle has transitioned to the single-sticker system. Carriers with commercial registration cannot allow their inspection to lapse.

In addition, there will be the creation of a new web-based look-up tool to assist Dealers, Lienholders, and other companies for inquiry of current inspection.

Syncing Up – Phase II

After the initial deployment period, carriers with vehicles requiring a non-commercial vehicle inspection will be required to pass a vehicle inspection not more than 90 days prior to registration expiration. At the time of inspection, the inspection station will update the TxDPS and TCEQ cloud database with the inspection record and carriers will be provided with a printed VIR. When a carrier goes to register their vehicle, whether in person, via mail, or online, the system will query the inspection cloud database to determine if a carrier has passed a vehicle inspection and is eligible to register their vehicle. If a carrier's non-commercial vehicle has not received a passing inspection within the 90 days prior to their registration expiration, they may be denied registration unless the motor carrier can provide a VIR printed within the 90 days prior to the registration expiration for the vehicle, or can certify that the vehicle is out of state at time of registration.

Vehicles requiring a commercial vehicle inspection will not be required to obtain an inspection within 90 days prior to their registration expiration. At the time of inspection, the inspection station will update the TxDPS and TCEQ cloud database with the inspection record and carriers will be provided with a printed VIR. When a carrier goes to register their vehicle, whether in person, via mail, or online, the system will query the inspection cloud database to determine if a carrier has passed a commercial vehicle inspection and is eligible to register their vehicle. If a carrier's vehicle has not received an inspection prior to their registration expiration, they may be denied registration unless the motor carrier can provide a VIR, can certify that the vehicle is out of state at time of registration, or is apportioned or token trailer. Token trailers registered in Multi-Year Fleet Registration are required to provide proof of inspection annually to prevent the registration cancellation or suspension.

The following goals and objectives have been established to modernize, streamline processes, and reduce cost:

- Increased customer service by providing a web-based query capability of real-time inspection data
- Increased inspection and emission compliance
- Reduced cost for Texas by streamlining the process and management of vehicle inspection stickers
- Potentially reduced fraud by electronic verification of inspection.

1.2 BACKGROUND

During the 82nd legislative session SB 197 passed requiring the Texas Department of Public Safety (TxDPS) and the Texas Department of Motor Vehicles (TxDMV) to conduct a study regarding feasibility and best practices for using an electronic system to verify the inspection and registration of motor vehicles in Texas. In response to the study's recommendation that the state move to a single-sticker system with the registration sticker provided by TxDMV, HB 2305 was passed during the 83rd legislative session. HB 2305 eliminates the inspection sticker resulting in a single-sticker system and makes vehicle registration dependent on obtaining a passing vehicle inspection. HB 1888, passed during the 84th legislative session removed the inspection compliance requirement at time of registration for apportioned and token trailers. This legislation action does not apply to token trailers registered in Multi-Year Fleet Registration.

1.3 LOCATION

All work is to be performed remotely from TxDMV Headquarters in Austin, unless agreed to otherwise by both parties.

1.4 Term of Service

This contract shall begin from date of award and be completed before, **Insert Completion Date:** _____.

Section 2 Offer Submission Requirements

2.1 SCHEDULE OF EVENTS

TxDMV reserves the right to adjust the schedule by addenda.

Issue RFO	11/25/2015
Questions due	12-02-2015, 3:00 PM
Questions & answers posted	12-03-2015, 5:00 PM
Closing Date	12-08-2015, 3:00 PM
Award	To Be Determined

2.2 RESPONSE SUBMISSION REQUIREMENTS

Offer must comply with the following standards:

Deliver on or before the date and time designated, to the address in Section 2.3 below. Respondent must submit (1) one signed original of their response and one (1) copy. Signed original must be clearly labeled "Original" on the front cover. Respondent must submit one (1) electronic copy of their response on CD-ROM. Electronic copies must be formatted using MS Word 2000, or higher, and MS Excel 2000, or higher, software.

All offers delivered shall be in a package plainly marked as "**RFO# 60800 0000001964.**" Offers may be hand carried or delivered by overnight service or U.S. Mail. All deliveries will be formally received and logged. Offers received after the time and date specified **will not** be considered and will be returned unopened to vendor.

2.3 DELIVERY REQUIREMENTS

When mailing or hand delivering your response, please place a label in the lower left-hand corner of the sealed mailing envelope or box; If response requires more than one envelope or box, place a label on each sealed envelope or box. Below is the example of the format:

Mail or Ship To:

Texas Department of Motor Vehicles
Finance and Administrative Services Division, Purchasing Section
Attn: Lilia VanderWal
4000 Jackson Avenue
Austin, Texas 78731
RFO# 60800 0000001964
RFO Closing Date: 12-08-2015

2.4 INQUIRIES

Written questions concerning this RFO will be answered by subsequent addenda. Updates and addenda to this RFO will be posted on the Electronic State Business Daily (ESBD) Marketplace <http://esbd.cpa.state.tx.us/>.

Questions concerning this RFO must be submitted in writing on or before the date and time noted above to the TxDMV Purchaser as stated on the front page of this RFO.

Questions will not be answered if received after the date and time noted above. If a vendor discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this RFO, the Vendor shall immediately provide written notification to the TxDMV Purchaser. If a Vendor fails to notify the TxDMV Purchaser of any error, ambiguity, conflict, discrepancy, exclusionary specification, or omission, the vendor shall submit an offer at its own risk and under such conditions. If the vendor is awarded a contract, then they will not be entitled to additional compensation, relief, or time by reason of the error or its later correction.

Official responses to questions will be available on the ESBD <http://esbd.cpa.state.tx.us/> as soon as practical, but no later than the date and time noted above.

2.5 OFFER BINDING FOR 90 DAYS

Respondent's entire offer is binding for 90 days from offer closing date.

2.6 REVISIONS

Offer cannot be altered or amended after opening time. Alterations made prior to opening time should be initiated by Respondent or their authorized agent. No offer may be withdrawn after submission time without approval by TxDMV.

2.7 AWARD AND CANCELLATION OF RFO

TxDMV reserves the right to accept or reject all or any part of an offer, waive minor technicalities and award the offer to best serve the interest of the State. TxDMV also reserves the right to cancel this RFO or any portion of this RFO at any time.

2.8 NEGOTIATIONS

Once TxDMV determines if an offer is valid, TxDMV may meet with respondents in the order of ranking to negotiate. TxDMV reserves the right to negotiate any term or condition set forth by the offer that TxDMV considers to be unfavorable to the state and to make modifications to the requirements set forth in this vendor specification document, provided such modifications do not constitute a substantial change. If TxDMV is unable to negotiate a satisfactory agreement with a specific respondent, negotiations with that respondent will be terminated and TxDMV may undertake negotiations with the next respondent. Negotiations may continue in this fashion until an agreement is achieved or all respondents are rejected. All negotiations must be initiated and completed prior to award.

Section 3 Offer Administrative Information

3.1 TxDMV Point of Contact

TxDMV Purchaser

Contact: Lilia VanderWal
Phone: 512-465-5808
Email: Lilia.VanderWal@TxDMV.gov

Invoicing Contact

Invoices shall be sent to TxDMV Payment Processing. Invoices must clearly show the Purchase Order (PO) number, itemized costs for the goods / services delivered, and the service period for the delivered goods / services. Invoices should be emailed to DMV_FIN-invoices@TxDMV.gov or mailed to the address below:

Texas Department of Motor Vehicles
Attention: Payment Processing
4000 Jackson Avenue
Austin, Texas 78731

*****IN COMPLIANCE WITH THE PROMPT PAYMENT ACT, YOUR TAXPAYER IDENTIFICATION NUMBER MUST BE ON ALL INVOICES. *****

Section 4 Scope of Work

4.1 TxIRP Electronic Payment Options Modification Deliverable

TxDMV seeks a qualified respondent with demonstrated experience in enhancing the system. The existing system will be enhanced to automate existing manual process.

The contractor will enhance the system to include:

- Real-time communication between the system and inspection database via secure web services.
- Registration issuance and renewals only with current inspection.
- Collection of the state portion of vehicle inspection fee at registration and distribution of funds through Uniform Statewide Accounting System (USAS).
- Changes to the system:
 - Revise the system registration credentials and receipts to accommodate safety and/or emissions inspection fees.
 - Registration suspension without current passing inspection during the registration anniversary date process (RAD)
 - Registration cancelation without current passing inspection during the RAD
 - Registration denial without current passing inspection

- Creation of Administrative reports.
- Creation of Administrative letters.
- Update to existing billing statement invoice and required documents generated in the system.
- Inspection verification process for multi-year registration programs.

The scope will not include:

- Verification of correct inspection type for vehicle use, characteristics, or county of registration.

4.2 Project risks, assumptions and constraints.

4.2.1 Risks

TxDMV has identified the following risks for the system project:

- Subject Matter Experts (SMEs) are a precious resource that will have limited bandwidth.
- The system is required to exchange information with the TxDMV Registration and Title System (RTS). Changes to the system will require notification and coordination with the engineering team responsible for RTS refactoring enhancement and modification processes.

4.2.2 Assumptions

TxDMV has identified the following assumptions for the project:

- A comprehensive test plan will be developed and a dedicated test team will be available for the project.
- Effective change management will manage the scope and timeframe of the project.
- A TxDMV process owner will be identified and assigned to be responsible for decisions necessary to support all activities within their process area during the project.
- Respondent will deliver a project plan that defines the project including the proposed approach for each component, listing the major milestones and deliverables. The project plan will be approved in writing by TxDMV and will utilize change control as needed.

4.2.3 Constraints

TxDMV has identified the following constraints for the system project:

- SMEs are a precious resource with limited bandwidth. Respondent shall utilize SMEs time in the most efficient manner possible.
- The development of the solution must comply with the Agency's new technology architecture standards and the RTS Refactoring effort.

4.3 Location.

All work is to be performed remotely from TxDMV Headquarters in Austin, unless agreed to otherwise by both parties.

Services shall be provided during normal business hours, unless otherwise approved through the TxDMV Project Manager. Normal business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding TxDMV recognized holidays.

Travel, per diem, parking, and/or living expenses shall be at the Respondent's expense.

4.4 Roles and responsibilities.

4.4.1 TxDMV is to provide subject matter expertise, access to the as-is system, internal project management, coordination, as well as perform UAT. In addition, TxDMV shall:

- Schedule TxDMV resources for project activities and providing meeting facilities as necessary.
- Provide Test and Quality Assurance coordinators who are responsible for the final testing stage of the new system.

4.4.2 The respondent is expected to:

- Begin work promptly upon issuance of Purchase order.
- Provide Project Team Members including a Project Manager with a minimum of 5 years of project management experience and at least 3 years managing implementations of similar size and scope.
- Provide required services (as described in this solicitation) and all deliverables, including work products (artifacts, to the satisfaction of the department). All document deliverables to be delivered in the original electronic and editable format. All software coding customizations to be provided to TxDMV including source codes, comments, and associated artifacts.
- Submit deliverables on the dates specified in a format approved by TxDMV (any changes to the delivery dates shall have the prior written approval of TxDMV).
- Successful implementation of requested enhancements to the system, which implies, proper functioning of the application itself, all the affected systems (integration), post implementation, to the satisfaction of the department.

4.5 Detailed description of deliverables.

4.5.1 The Respondent shall comply with the following process and procedures for deliverables:

- Deliverables must be provided on the dates specified on the project schedule (to be provided by the Respondent and approved by TxDMV during project inception). Any changes to the delivery date must have prior written approval by the TxDMV project manager or designate.
- All deliverables must be submitted in a format approved by the TxDMV project manager.
- All document deliverables must be in formats (hard copy and electronic) as specified by TxDMV – at a minimum, the formats must be in industry accepted standards (e.g., MS Word, MS PowerPoint, MS Project).
- All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise).
- All deliverables must have acceptance criteria established and a time period for testing or acceptance.
- If the deliverable cannot be provided within the scheduled time frame, prior to the due date the Respondent is required to contact the TxDMV project manager in writing with a reason for the delay and the proposed revised schedule. The request for a revised schedule must include the impact on related tasks and the overall project.
- A request for a revised schedule must be reviewed and approved by the TxDMV project manager before placed in effect. Contract Terms and Conditions may dictate penalties, costs, and other actions based on the facts related to the request for a revised schedule.
- TxDMV will complete a review of each submitted deliverable within 10 business days after the date of receipt.
- A kickoff meeting will be held at a location and time selected by the TxDMV where the Respondent and its staff will be introduced to other TxDMV team members and staff.

4.5.2 Acceptance criteria.

The following shall define the acceptance criteria for the enhancements to the system:

- The system must satisfy the business rules and requirements (attachment 1), as verified through user acceptance testing.
- The enhanced software is installed and configured in the production environment.
- System/Integration testing has been performed and accepted
- UAT has been performed and accepted.
- Train-the-trainer training is completed.
- Operations and user documents have been delivered and accepted.
- Software is fully operational in production.

4.5.3 Project completion criteria.

TxDMV project manager will validate project completion through User Acceptance Testing and receipt of all documented deliverables, successful completion of Pilot deployment, and completion of 30 day warranty period of the system enhancements without any substantial bugs identified in the software.

4.5.4 Project schedules to be achieved by Contractor.

All project deliverables must be received in accordance with the schedule agreed upon by the respondent and TxDMV. If TxDMV and the respondent agree to move this date the appropriate change management process must be observed.

4.5.5 Relevant quality processes that will apply, such as change management, acceptance, and risk and issue management.

4.5.5.1 Change management may be undertaken by a form, email, or some other documentable means, but a Purchase Order Change Notice (POCN) is required.

4.5.5.2 Acceptance of a change request will require signatures of both parties and the issuance of a POCN.

4.5.5.3 Unknown risks/issues that occur during contract execution that impact schedule, cost and scope will be documented and brought to the attention of TxDMV immediately upon recognition. TxDMV will work with the contractor to mitigate these risk/issues.

Section 5 Deliverables

5.1 Project Kickoff Presentation

Project Kickoff Presentation	
Required Delivery	Within 14 days of the effective date of the contract
Frequency	Once
Description	This deliverable is a presentation to familiarize project team members with the project. The presentation includes the following topics: <ul style="list-style-type: none">• Project Overview• Project Schedule (high level)• Objectives and Definitions• Process• Artifacts• Roles and Responsibilities• Keys to Success• Next Steps• Questions and Answers (Q&A)• Resources
Format	MS PowerPoint

5.2 Project Work Plan

Project Work Plan	
Required Delivery	Initial draft submitted for approval no later than 14 calendar days after the effective date of the contract. Final submitted no later than 30 days after the effective date of the contract.

Project Work Plan	
Frequency	<ul style="list-style-type: none"> • Once to establish the baseline plan. • Subsequent formal submittals will be required for formal approval of changed baseline dates. The Respondent is required to track actual schedule versus the baseline approved schedule and to maintain the plan updated on at least a weekly basis.
Description	<ul style="list-style-type: none"> • Detailed schedule in MS Project for key activities including project tasks, deliverables, and knowledge transfer activities • A work breakdown structure • A logical sequence of tasks and deliverables • A clear narrative definition of each task and deliverable • A specific target completion date for each task and deliverable • Task and deliverable relationships and dependencies • Identification of the critical path for the work plan to allow the determination of impacts of any schedule slippage. • The Project Work Plan “actual” schedule is required to be maintained current on at least a weekly basis
Format	MS Project

5.3 Project Management Plan

Project Management Plan	
Required Delivery	Initial draft submitted for approval no later than 14 calendar days after the effective date of the contract. Final submitted no later than 30 days after the effective date of the contract.
Frequency	Once
Format	MS Word

Description	<ul style="list-style-type: none"> • General project information — describes planning information such as project scope, roles and responsibilities • Monitoring and control information — describes methods for gauging and ensuring the project is implemented as planned. Includes issue and action item management • Quality Management Information — includes methods for quality planning, quality assurance, and quality control • Describes project scope, resource requirements, work activities, and methods for gauging performance throughout the project life cycle. • Planning, management, and control activities that support the project from startup through closure. • PMO organization chart outlining the responsibilities and skill set for each role. • Protocols for communicating status including sample status reports, meeting schedule, and agenda. • Deliverable creation, review and approval process. • Stakeholders • Status Reporting Standards • Project Team structure, external interfaces, the roles and responsibilities of project team members, including the name of the staff person who will be responsible for the project, and accountability. • Scope Management Plan. This plan documents the project vision and goals, in- and out-of-scope items and their prioritization, dependencies between the scope items, and risks associated with the inclusion and removal of items from scope. The plan also defines the process used to modify project scope. • Configuration Management Plan. This plan documents the process used to ensure software version control and coordination with TxDMV's IT Change Advisory Board. • The Schedule Management Plan including: <ul style="list-style-type: none"> <input type="checkbox"/> How the project schedule will be monitored for variances <input type="checkbox"/> What types of corrective actions will be taken to address schedule variances during the life of the project <input type="checkbox"/> The process, roles, and responsibilities involved in making changes to the project schedule.
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5.4 Risk Management Plan

Risk Management Plan	
Required Delivery	Initial draft submitted for approval no later than 14 calendar days after the effective date of the contract. Final submitted no later than 30 days after the effective date of the contract. This may be addressed as part of the Project Management Plan.
Frequency	Once

Risk Management Plan	
Description	<p>This deliverable documents a disciplined approach for the continual assessment of what could go wrong. The Risk Management Plan includes the following:</p> <ul style="list-style-type: none"> • Integration with the TxDMV governance processes • Process to Identify and manage risks • Process to Identify the severity and quantify the potential impact of each identified risk • Process to Quantify the probability of each identified risk • Process for supporting the development of risk mitigation plans for each identified risk • Guidance for assessing the efficacy of risk mitigation actions • Description of work products and processes for assessing and controlling risks • Escalation mechanisms for risks
Format	MS Word

5.5 Risk Register

Risk/Issue Register	
Required Delivery	The initial Risk/Issue Register will be submitted 14 calendar days after the effective date of the contract. Updates to the Risk/Issue Register will be submitted bi-weekly.
Frequency	Bi-Weekly
Description	<p>This deliverable documents all risk and issues for the project. The Risk/Issue Register includes the following:</p> <ul style="list-style-type: none"> • Risk Description • Risk Impact • Risk Trigger • Risk Assessment (Impact/Probability) • Risk Mitigation Strategy • Risk Owner
Format	MS Word or MS Excel

5.6 Communication Management Plan

Communication Management Plan	
Required Delivery	<p>Initial draft submitted for approval no later than 14 calendar days after the effective date of the contract. Final submitted no later than 30 days after the effective date of the contract.</p> <p>This may be addressed as part of the Project Management Plan.</p>
Frequency	Once
Description	<p>Establishes a consistent method for communication planning, management, methods and activities needed to ensure timely and appropriate collection, generation, dissemination, storage, and disposition of project information. This deliverable includes an end-user support communication plan.</p> <p>The Communication Management Plan must detail the varying levels and needs of the project's stakeholders for information regarding the project, status, accomplishments, impact on stakeholders, etc. The Communication Management Plan must define the communication vehicles, target stakeholders, scope and frequency of the project's communications vehicles. As part of Communication Management, Issues must be logged and reported weekly and the plan must detail the escalation mechanisms for Issue resolution.</p>

Format	MS Word
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5.7 Weekly Status Report

Weekly Status Report	
Required Delivery	1 st delivery required the week after the effective date of the contract.
Frequency	Weekly
Description	<p>Weekly status reports may include:</p> <ul style="list-style-type: none"> • Status of work completed against the Project Work Plan • Objectives for the next reporting period • Client responsibilities for the next reporting period • Recovery plan for all work activities not tracking to the approved schedule • Projected completion dates compared to approved baseline key dates • Escalated risks, issues (including schedule and budget), and Action items • Disposition of escalated or critical issues and risks • Important decisions • Actual/projected Project Work Plan dates versus baseline Project Work Plan milestone dates • One-page graphical summary of the Project Work Plan status of all major tasks and subtasks
References	N/A

5.8 Application Design Specification

Application Design Specification	
Required Delivery	Submitted for approval as specified in project schedule approved by TxDMV.
Frequency	Once
Description	<p>This deliverable will contain the design specifications for configuring the COTS product to address the business requirements.</p> <p>The deliverable will include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Detailed workflow information • Application configuration specifications • Business rules
Format	MS Word

5.9 Infrastructure Design Specification

Infrastructure Design Specification	
Required Delivery	Submitted for approval no later than 14 calendar days after effective date of the contract. This may be addressed in the Project Management Plan.
Frequency	Once and updated as required

Infrastructure Design Specification	
Description	<p>The Infrastructure Design Specification must confirm that the modified/enhanced system will run within the current Service Level Agreements (SLAs).</p> <p>Infrastructure components include by are not limited to:</p> <ul style="list-style-type: none"> • Desktop PC • Desktop or Office Printer • Telecommunications (network cabling, switches, routers, T1 lines, Fiber, internet connections) • Network bandwidth • Firewalls, servers, data centers, network consoles • Data marts, data warehouses, databases, data structures • Cloud Services • Storage Capacity • Backup, Retention, and Disaster Recovery • Information Security
Format	MS Word or Excel

5.10 Interface Design Specification

Interface Design Specification	
Required Delivery	Submitted for approval as specified in project schedule approved by TxDMV.
Frequency	Once
Description	<p>This deliverable will contain the design specifications for all system interfaces interacting with the new solution.</p> <p>The deliverable will include the following design specifications:</p> <ul style="list-style-type: none"> • Identify all interfaces between the application areas within the new solution • Identify all interfaces between the new solution and each related internal and external system/application • Define service-based interface specifications including all input/output parameters, data types, timing/frequency, and error handling • Mapping source and destination of each interface field (e.g., database table name/field)
Format	MS Word or Excel

5.11 Initial Product Training

Initial Product Training	
Required Delivery	Within 45 days of the effective date of the contract
Frequency	Once
Description	<p>Respondent shall conduct initial product training with core project team members and SMEs. This includes:</p> <ul style="list-style-type: none"> • Provide overview of product(s) • Demonstrate how product addresses key business requirements • Provide content and training materials to be used for training • Plan for measuring the effectiveness of the training
Format	MS Word, PowerPoint or Excel

5.12 User Training Plan

User Training Plan	
Required Delivery	Submitted for approval no later than 30 calendar days prior to the production implementation of the system.
Frequency	Once
Description	<p>The training plan must include:</p> <ul style="list-style-type: none">• Plan and schedule for providing on-site “train the trainer” sessions• Plan and schedule for providing configuration training sessions• Plan and schedule for providing system administration training sessions• Plan and schedule for providing call center training sessions• All content and training materials to be used for training• Plan for obtaining feedback for testing and evaluating training materials• Plan for measuring the effectiveness of the training <p>Technical training sessions shall provide documentation that include, but not limited to:</p> <ul style="list-style-type: none">• Product Technical Guide/Manual• Product’s Database Schema/Model and Data Dictionary
Format	MS Word, PowerPoint or Excel

5.13 Test Plan

Test Plan	
Required Delivery	Prior to commencement of development activities
Frequency	Once

Test Plan	
Description	<ul style="list-style-type: none"> • Software testing strategy, methodology processes, standards and guidelines for all software testing and conversion testing activities • Specification of entrance and exit criteria for each of the test events. At a minimum the following is required: unit testing, integration testing, system testing, Load and Stress Testing (LAST), and User Acceptance Testing (UAT). TxDMV staff will participate in the UAT event. • Templates and standards for all testing artifacts and deliverables • Definition of testing metrics and how the metrics are recorded and reported (e.g., number of open test defects) • Standards for establishing traceability from requirements in the requirements repository to test cases. <p>Deliverable contains, at a minimum, the following components relating to the release:</p> <ul style="list-style-type: none"> • Test Objectives (tangible goals) • Test Scope • Test Approach • Assumptions • Test Strategy • Test Plan <ul style="list-style-type: none"> <input type="checkbox"/> Roles and Responsibility (include support activities) <input type="checkbox"/> Test Schedule <input type="checkbox"/> Resource Allocation, including planning, execution and support where designated <input type="checkbox"/> Major Testing Milestones (including turnover to test stages for which do not have primary responsibility as well as those representing participation and support for other test stages/levels) <input type="checkbox"/> Resource Requirements <input type="checkbox"/> Contingencies <input type="checkbox"/> Entry and exit criteria for each phase of testing • Test Data Strategy • Test Environment Build Strategy • Environment List that includes the following for each environment that will be used for each test stage • Test Management and Reporting Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Test Reports (frequency and format description) • Test Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> Test cases/scenarios <input type="checkbox"/> Test scripts <input type="checkbox"/> Test records <input type="checkbox"/> Tools and outputs (specifies LAST failure thresholds and delta change with baseline comparison) <input type="checkbox"/> Error logs and execution logs <input type="checkbox"/> Fully documented defect reports <input type="checkbox"/> Requirements Traceability • Description of the approach for regression testing • Standards for establishing traceability from requirements in the requirements repository to test cases.
Format	MS Word or Excel

5.14 System Test Report

System Test Report	
Required Delivery	Prior to acceptance of the system into User Acceptance Test (UAT)
Frequency	Once
Description	<p>The Responder will perform System qualification testing until all major errors, as defined by TxDMV, have been remediated within the System (e.g. missing key functionality, computational errors etc.).</p> <p>This deliverable includes:</p> <ul style="list-style-type: none"> • Evidence for the completion of the exit criteria for System Testing. • The Respondent will set up a System walkthrough with representative TxDMV project team members. The walkthrough will demonstrate that all areas of the System are working properly and match Requirements. If any errors (other than cosmetic errors) are found during the demonstration, the UAT may not proceed.
Format	MS Word or Excel

5.15 User Acceptance Testing (UAT) Report

UAT Report	
Required Delivery	Prior to the scheduled production deployment
Frequency	Once
Description	<p>This deliverable includes:</p> <ul style="list-style-type: none"> • Evidence for the completion of the exit criteria for User Acceptance Testing. • The Respondent will set up a System walkthrough with representative TxDMV project team members. The walkthrough will demonstrate that all areas of the System are working properly and match Requirements. If any errors (other than cosmetic errors) are found during the demonstration, the production deployment may not be approved.
Format	MS Word or Excel

5.16 Deployment Plan

Deployment Plan	
Required Delivery	No less than 30 days prior to the planned deployment of the system integration.
Frequency	Once
Description	<ul style="list-style-type: none"> • Technical Recovery Guide documentation provided for update of DCS Disaster Recovery Plan • Data and application backup performed and restore capability available if required • Contingency and rollback plan if deployment is unsuccessful • Plan for physical deployment of application components • Smoke test plan that includes steps to verify that deployed integration is functioning correctly • Criteria for approving the production use of application • Anticipated downtime with user impact • Document Synchronization Steps • User and service desk communication plan • Final deployment approval steps • Duration of deployment activities and required resources (e.g., TxDMV, DIR, DCS, other service providers)
Format	MS Word or Excel

Section 6 Preferences, Evaluation Requirements and Scoring

Only those offers that are deemed to be in compliance with the submission requirements; evaluation requirements; scoring criteria will be evaluated for responsiveness to the state's needs.

6.1 PREFERENCES

See Section 2.38 of the State of Texas Procurement Manual regarding preferences.

Check one or more items below to claim a preference under 34 TAC Rule 20.38

- Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- Agricultural products grown in Texas
- Agricultural products offered by a Texas bidder
- Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Services offered by a Texas bidder that is not owned by a Texas resident service disabled veteran
- Texas Vegetation Native to the Region
- USA produced supplies, materials or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value

6.2 EVALUATION CRITERIA

TxDMV will use the best value factors in Sections 2157.003 and 2157.125 of the Texas Government Code in making an award of any contract. "Best value" for purposes of this chapter means the lowest overall cost of an automated information system. In determining the lowest overall cost for a purchase or lease of an automated information system under this chapter, the commission or a state agency shall consider factors including:

- the purchase price;
- the compatibility to facilitate the exchange of existing data;
- the capacity for expanding and upgrading to more advanced levels of technology;
- quantitative reliability factors;
- the level of training required to bring persons using the system to a stated level of proficiency;
- the technical support requirements for the maintenance of data across a network platform and the management of the network's hardware and software;
- the compliance with applicable Department of Information Resources statewide standards validated by criteria adopted by the department by rule;
- applicable factors listed in Sections 2155.074 and 2155.075;
- past vendor performance; and
- Respondent experience or demonstrated capability.

Vendor must provide documentation indicating how they satisfy the following criteria.

Information obtained from the Texas Comptroller's Office Vendor Performance Tracking System may be used in evaluating RFO's to determine the best value for the state. Only those RFO's that are deemed to be in administrative compliance will be evaluated for responsiveness to the state's needs.

6.3 VENDOR PERFORMANCE

Information obtained from the Comptroller of Public Accounts' (CPA) Vendor Performance Tracking System at the following link: http://www.cpa.state.tx.us/procurement/prog/vendor_performance/ and the System for Award Management

(SAM) at the following link: <https://www.sam.gov/portal/SAM/#1.sam.gov/> will be used in evaluating responses to solicitations for deliverables to determine the best value for the state.

6.4 TIME IS OF THE ESSENCE

Time is of the essence for providing the deliverables as set forth in this Offer.

6.5 SERVICE REQUIREMENTS / RESPONSE

Unrealistic service requirements/response timeline projections may cause the offer to be rejected.

6.6 INSURANCE

Intentionally left blank.

6.7 WARRANTY

Intentionally left blank.

6.8 SCORING MATRIX

Ability to meet Technical Specifications in Section 4 and 5	Pass/Fail
Price	100
TOTAL POINTS	100

The TxDMV reserves the right to evaluate the Respondent’s qualifications based on the information Respondent provides in its response, as well as on factual information the TxDMV finds by doing additional research. For example, the TxDMV may consider information from the CPA Vendor Performance Tracking System (see Section 6.3).

The TxDMV’s determination of the Respondent’s qualifications shall be final.

Section 7 PRICE FORM

The following is the total cost for each of the service lines below provided in this RFO:

Single Sticker II System Automation Deliverables			
No.	Description From Sections 4 & 5	Delivery Date	Cost
1	Project Kickoff Presentation		\$
2	Initial Draft Project Work Plan		\$
3	Final Project Work Plan		\$
4	Initial Draft Project Management Plan		\$
5	Final Project Management Plan		\$
6	Initial Draft Risk Management Plan		\$
7	Final Risk Management Plan		\$
8	Project Risk/Issue Register		\$
9	Initial Communication Management Plan		\$
10	Final Communication Management Plan		\$
11	Project Weekly Status Reports		\$
12	Application Design Specification		\$
13	Project Infrastructure Design Specification		\$
14	Interface Design Specification		\$
15	Initial Product Training		\$
16	User Training Plan		\$
17	Test Plan		\$
18	System Test Report		\$
19	User Acceptance Testing (UAT) Report		\$
20	Deployment Plan		\$
TOTAL			\$

Section 8 Non-Disclosure Agreement

Intentionally left blank.

Section 9 HUB Subcontracting Plan (HSP)

The TxDMV has determined that HUB subcontracting opportunities are not probable.

Section 10 Offer Execution

YOU MUST COMPLETE THE FOLLOWING:

The Texas ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts (CPA).

(PLEASE PRINT)

* TAX NO: _____

* VENDOR NAME: _____

* VENDOR ADDRESS: _____

*VENDOR CITY: _____ *STATE: _____ *ZIP: _____

*VENDOR CONTACT PERSON: _____

* (AUTHORIZED SIGNATURE)

(FAILURE TO SIGN WILL DISQUALIFY OFFER (AUTHORIZED SIGNATURE))

*PHONE NUMBER: _____ *FAX NUMBER: _____

*E-MAIL: _____

****“REQUIRED” must be filled out completely**

STANDARD TERMS AND CONDITIONS:
ITEMS BELOW APPLY TO AND BECOME PART OF BID.
ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. BIDDING REQUIREMENTS:

- 1.01. Bidders must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
- 1.02. Bids should be submitted on this form. Bidders must price per unit shown. Unit prices shall govern in the event of extension errors. If a price quotation is submitted as part of the bid, the quotation must be referenced on the bid document and signed by the bidder to establish formal linkage to the bid.
- 1.03. Bids must be time stamped at Texas Department of Motor Vehicles on or before the hour and date specified for the bid opening.
- 1.04. Late and/or unsigned bids will not be considered under any circumstances. Person signing bid must have the authority to bind the firm in a contract.
- 1.05. Quote FOB destination, freight prepaid and allowed unless otherwise stated within the specifications.
- 1.06. Bid prices are requested to be firm for TxDMV acceptance for 90 days from bid opening date. "Discount from list" bids are not acceptable unless requested. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned.
- 1.07. Bidder should enter Texas Identification Number System (TINS) number, full firm name and address of bidder on the face of this form. Enter in the space provided, if not shown. Additionally, firm name should appear on each continuation page of a bid, in the block provided in the upper right hand corner.
- 1.08. Bid cannot be altered or amended after opening time. Alterations made before opening time should be initialed by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by the TxDMV based on an acceptable written reason.
- 1.09. Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in bid. Excise Tax Exemption Certificates are available upon request.
- 1.10. **AWARD NOTICE:** The State reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of the State and to reject any and all bid items at the sole discretion of the State. The State also reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to best serve the interests of the State. Any contract may also be extended up to three months at the sole discretion of the State.
- 1.11. Consistent and continued tie bidding could cause rejection of bids by the TxDMV and/or investigation for antitrust violations.
- 1.12. The telephone number for FAX submission of bids is 1-512-465-5641. This is the only number that will be used for the receipt of bids. The State shall not be responsible for failure of electronic equipment or operator error. Late, illegible, incomplete, or otherwise non-responsive bids will not be considered.
- 1.13. Inquiries pertaining to this solicitation must include the requisition number, class/item codes, and opening date.

2. SPECIFICATION:

- 2.01. Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Bids on brands of like nature and quality will be considered unless advertised under §2155.067, Texas Government Code (Gov't Code). If bidding on other than references, bid should show manufacturer, brand or trade name, and other description of product offered. If other than brand(s) specified is offered, illustrations and complete description of product offered are requested to be made part of the bid. Failure to take exception to specifications or reference data will require bidder to furnish specified brand names, numbers, etc.
- 2.02. Unless otherwise specified, items shall be new and unused and of current production.
- 2.03. All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC or NEMA.
- 2.04. Samples, when requested, must be furnished free of expense to the State. If not destroyed in examination, they will be returned to the bidder, on request, at bidder's expense. Each sample should be marked with bidder's name and address, and requisition number. Do not enclose in or attach bid to sample.
- 2.05. The State will not be bound by any oral statement or representation contrary to the written specifications of this solicitation.
- 2.06. Manufacturer's standard warranty shall apply unless otherwise stated in the solicitation.

3. TIE BIDS:

Awards will be made in accordance with 34 TAC Rules 20.36(b)(3) and 20.38 (Preferences).

4. DELIVERY:

- 4.01. Show number of days required to place material in receiving agency's designated location under normal conditions. Delivery days mean calendar days, unless otherwise specified. Failure to state delivery time obligates bidder to deliver in 14 calendar days. Unrealistic delivery promises may cause bid to be disregarded.
- 4.02. If delay is foreseen, bidder shall give written notice to the TxDMV. Bidder must keep the TxDMV advised at all times of status of order.
- 4.03. Default in promised delivery (without accepted reasons) or failure to meet specifications authorizes the TxDMV to purchase the goods or services of this solicitation elsewhere and charge any increased costs for the goods or services, including the cost of rebidding, to the bidder.
- 4.04. No substitutions permitted without written approval of TxDMV.
- 4.05. Delivery shall be made during normal working hours only, unless prior approval has been obtained from ordering agency.

5. INSPECTION AND TESTS:

All goods will be subject to inspection and test by the State. Authorized TxDMV personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the bid or on samples taken from regular shipment. All costs shall be borne by the bidder in the event products tested fail to meet or exceed all conditions and requirements of the specification. Goods delivered and rejected in whole or in part may, at the State's option, be returned to the bidder or held for disposition at bidder's expense. Latent defects may result in revocation of acceptance.

6. AWARD OF CONTRACT:

A response to this solicitation is an offer to contract based upon the terms, conditions, and specifications contained herein. Bids do not become contracts until they are accepted through the issuance of a purchase order. The contract shall be governed, construed, and interpreted under the laws of the State of Texas. The factors listed in §§2155.074, 2155.144, 2156.007, and 2157.003, Gov't Code, shall also be considered in making an award when specified. Any legal actions must be filed in Travis County, Texas.

7. PAYMENT:

Bidder shall submit an itemized invoice showing State order number and agency requisition number on all copies. The State will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice. Payment shall be made in accordance with Chapter 2251, Gov't Code.

8. PATENTS, TRADEMARKS, OR COPYRIGHTS:

Bidder agrees to defend and indemnify the TxDMV and State from claims involving infringement or violation of patents, trademarks, copyrights, trade secrets, or other proprietary rights, arising out of the TXDMV's or the State's use of any good or service provided by the bidder as a result of this solicitation.

9. BIDDER ASSIGNMENTS:

Bidder hereby assigns to the TxDMV any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. §1, *et seq.*, and the antitrust laws of the State of Texas, Tex. Bus. & Comm. Code §15.01, *et seq.*

10. BIDDER AFFIRMATIONS:

Signing this bid with a false statement is a material breach of contract and shall void the submitted bid and any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed, the bidder hereby certifies that:

- 10.01. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.
- 10.02. Pursuant to 15 U.S.C. §1, *et seq.* and Tex. Bus. & Comm. Code §15.01, *et seq.* neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such a firm, corporation or institution has violated the antitrust laws of this state, federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.
- 10.03. Pursuant to §231.006(d), Texas Family Code, regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that the contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to §231.006, Gov't Code, must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award. Enter the Name & Social Security Numbers for each person below:

Name:	Social Security Number:
Name:	Social Security Number:
Name:	Social Security Number:

- 10.04. Under §2155.004, Gov't Code, the bidder certifies that the individual or business entity named in this bid or any contract resulting from this solicitation is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate. §2155.004 prohibits a person or entity from receiving a state contract if they received compensation for participating in preparing the solicitation or specifications for the contract.

- 10.05. As required by §2252.903, Gov't Code, bidder agrees that any payments due under a contract resulting from this solicitation shall be directly applied towards eliminating any debt or delinquency including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support, until the debt is paid in full. Bidder shall comply with rules adopted by TxDMV under §§403.055, 403.0551, 2252.903, Gov't Code and other applicable laws and regulations regarding satisfaction of debts or delinquencies to the State of Texas.

- 10.06. Pursuant to §669.003, Gov't Code, TxDMV may not enter into a contract with a person who employs a current or former executive head of any state agency until four years has passed since that person was the executive head of the state agency. By submitting a bid, the bidder certifies that it does not employ any person who was the executive head of any state agency in the past four years. If bidder does employ a person who was the executive head of a state agency, provide the following information:

Name of Former Executive: _____
 Name of State Agency: _____
 Date of Separation from State Agency: _____
 Position with Bidder: _____
 Date of Employment with Bidder: _____

- 10.07. In accordance with §2155.4441, Gov't Code, bidder agrees that during the performance of a contract for services it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state.

- 10.08. Bidder certifies that the bidding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that bidder is in compliance with the State of Texas statutes and rules relating to procurement and that bidder is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

- 10.09. Sections 2155.006 and 2261.053, Gov't Code, prohibit state agencies from awarding contracts to any person who, in the past five years, has been convicted of violating a federal law or assessed a penalty in connection with a contract involving relief for Hurricane Rita, Hurricane Katrina, or any other disaster, as defined by §418.004, Gov't Code, occurring after September 24, 2005. Under §2155.006, Gov't Code, bidder certifies that the individual or business entity named in its bid is not ineligible to receive a contract and acknowledges that any contract resulting from this solicitation may be terminated and payment withheld if this certification is inaccurate.

- 10.10. Bidder represents and warrants that payment to the bidder and the bidder's receipt of appropriated or other funds under any contract resulting from this solicitation are not prohibited by §556.005 or §556.008, Gov't Code, relating to the prohibition of using state funds for lobbying activities.

- 10.11. Bidder represents and warrants that it has no actual or potential conflicts of interest in providing the requested items to TxDMV under the solicitation and any resulting contract, if any, and that bidder's provision of the requested items under the solicitation and any resulting contract, if any, would not reasonably create an appearance of impropriety.

11. NOTE TO BIDDER:

If bidder takes any exceptions to any provisions of the solicitation, these exceptions must be specifically and clearly identified by section in bidder's bid in response to the solicitation and bidder's proposed alternative must also be provided in the bid. Bidders cannot take a 'blanket exception' to the entire solicitation. If any bidder takes a 'blanket exception' to the entire solicitation or does not provide proposed alternative language, the bidder's bid may be disqualified from further consideration.

12. PROTEST PROCEDURES:

Any actual or prospective bidder who is aggrieved in connection with this solicitation, evaluation, or award of any contract resulting from this solicitation may formally protest as provided in TxDMV's rules at 43 TAC Rule 210.2.

- 13. DISPUTE RESOLUTION:**
The dispute resolution process provided for in Chapter 2260, Gov't Code must be used by the bidder to attempt to resolve any dispute arising under any contract resulting from this solicitation.
- 14. NON-APPROPRIATION OF FUNDS:**
Any contract resulting from this solicitation is subject to termination or cancellation, without penalty to TxDMV, either in whole or in part, subject to the availability of state funds. TxDMV is a state agency whose authority and appropriations are subject to actions of the Texas Legislature. If TxDMV becomes subject to a legislative change, revocation of statutory authority, or lack of appropriated funds which would render TxDMV's or bidder's delivery or performance under the contract impossible or unnecessary, the contract will be terminated or cancelled and be deemed null and void. In the event of a termination or cancellation under this Section, TxDMV will not be liable to bidder for any damages, which are caused or associated with such termination, or cancellation and TxDMV will not be required to give prior notice.
- 15. TEXAS PUBLIC INFORMATION ACT:**
Notwithstanding any provisions of this solicitation to the contrary, bidder understands that TxDMV will comply with the Texas Public Information Act (Chapter 552, Gov't Code) as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act. Within three (3) days of receipt, bidder will refer to TxDMV any third party requests, received directly by bidder, for information to which bidder has access as a result of or in the course of performance under any contract resulting from this solicitation. Any part of the solicitation response that is of a confidential or proprietary nature must be clearly and prominently marked as such by the bidder.
- 16. CONFLICT OF INTEREST:**
Under §2155.003, Gov't Code, a TxDMV employee may not have an interest in, or in any manner be connected with a contract or bid for a purchase of goods or services by an agency of the state; or in any manner, including by rebate or gift, accept or receive from a person to whom a contract may be awarded, directly or indirectly, anything of value or a promise, obligation, or contract for future reward or compensation. Any individual who interacts with public purchasers in any capacity is required to adhere to the guidelines established in Section 1.2 of the State of Texas Procurement Manual, which outlines the ethical standards required of public purchasers, employees, and bidders who interact with public purchasers in the conduct of state business, and with any opinions of or rules adopted by the Texas Ethics Commission. Entities who are interested in seeking business opportunities with the State must be mindful of these restrictions when interacting with public purchasers of TxDMV or purchasers of other state agencies.
- 17. FORCE MAJEURE:**
Neither bidder nor TxDMV shall be liable to the other for any delay in, or failure of performance, of any requirement included in any contract resulting from this solicitation caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.
- 18. INDEPENDENT CONTRACTOR:**
Bidder is and shall remain an independent contractor in relationship to the TxDMV. The TxDMV shall not be responsible for withholding taxes from payments made under any contract resulting from this solicitation. Bidder shall have no claim against the TxDMV for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
- 19. INDEMNIFICATION:**
Bidder shall defend, indemnify, and hold harmless the State of Texas, its officers, and employees, and TxDMV, its officers, and employees and contractors, from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including without limitation attorneys' fees and court costs, arising out of, connected with, or resulting from any acts or omissions of bidder or any agent, employee, subcontractor, or supplier of bidder in the execution or performance of any contract with bidder resulting from this solicitation. Bidder shall coordinate its defense with the Texas Attorney General as requested by TxDMV. This section is not intended to and shall not be construed to require bidder to indemnify or hold harmless the State or TxDMV for any claims or liabilities resulting from the negligent acts or omissions of TxDMV or its employees.
- 20. RIGHT TO AUDIT:**
In addition to and without limitation on the other audit provisions of this solicitation, pursuant to §2262.003, Texas Government Code, the state auditor may conduct an audit or investigation of the bidder or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the bidder or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the bidder or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. This solicitation or any contract resulting from this solicitation may be amended unilaterally by TxDMV to comply with any rules and procedures of the state auditor in the implementation and enforcement of §2262.003, Texas Government Code. Bidder will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the bidder and the requirement to cooperate is included in any subcontract it awards.
- 21. NEWS RELEASES, ADVERTISEMENTS AND PUBLICITY:**
Bidder must not make any news releases, public announcements, or public disclosures, nor will it have any conversations with representatives of the news media, pertaining to this contract, without the express, prior written approval of TxDMV, and then only in accordance with explicit written instructions from TxDMV. Bidder must not use the name of the State of Texas or TxDMV in any advertisement, promotion or otherwise for any purpose regarding this contract without the express prior written consent of TxDMV. TxDMV is not authorized to provide endorsements.
- 22. CRIMINAL HISTORY BACKGROUND**
Awarded vendor must have its project personnel submit to a criminal history background check, if required by TxDMV. If TxDMV requires a fingerprint-based criminal history background check, awarded vendor must not allow personnel to work on the project who have not successfully completed a criminal history background check and who do not otherwise maintain a TxDMV security clearance. In addition, TxDMV has the right to prevent the Awarded vendor's personnel from gaining access to the TxDMV building(s) and computer systems if TxDMV determines that such personnel do not pass the background check or fail to otherwise maintain a TxDMV security clearance.
- 23. ACCESSIBILITY**
ELECTRONIC AND INFORMATION RESOURCES ACCESSIBILITY STANDARDS, As Required by 1 TAC Chapter 213 (Applicable to State Agency and Institution of Higher Education Purchases Only)
1) Effective September 1, 2006 state agencies and institutions of higher education shall procure products which comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in 1 TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.
2) Respondent shall provide TxDMV with the URL to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate

that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<http://www.buyaccessible.gov>). Respondents not listed with the "Buy Accessible Wizard" or supplying a URL to the VPAT must provide TxDMV with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at <http://www.section508.gov/>.

24. VULNERABILITY TESTING

Texas Administrative Code, Title 1, Part 10, Chapter 217, Subchapter B, Rule §217.12

(a) Effective December 1, 2010, a contract for the purchase or lease of network hardware or network software entered into by a state agency, after compliance with Chapter 212 of this title (relating to Purchases of Commodity Items), is required to contain the following certification to be completed by vendors, including manufacturers and resellers:

Vendor hereby certifies that the network hardware or software, as applicable, procured or leased under this contract, has undergone independent certification testing for known and relevant vulnerabilities in accordance with §2059.060, Texas Government Code.

(b) The required independent certification testing of network hardware or software for vulnerabilities must be conducted against established standards under maximum load conditions in accordance with published performance claims of a hardware or software manufacturer, as applicable. Testable performance claims are quantifiable metrics provided by the manufacturer that include, but are not limited to, maximum bandwidth, maximum processing speed, average response times, or number of simultaneous connections.

(c) At its discretion, a state agency may request supporting information from a vendor related to the independent certification testing for known and relevant vulnerabilities.

(d) A contract for the purchase or lease of network hardware or network software is exempt from the certification requirement in subsection (a) of this section if one of the following circumstances exists:

(1) No independent certification testing standards have been established for applicable network hardware or network software;

(2) An independent testing laboratory that is able to perform independent certification testing of applicable network hardware or software for vulnerabilities does not exist;

(3) The contract is the result of an emergency procurement as defined in §2155.137, Texas Government Code;

(4) A state agency head, or his or her designated representative(s), who determines that it is in the best interests of the state agency to proceed with a purchase or lease of network hardware or software, grants an exemption to the certification requirement in subsection (a) of this section. Each exemption must provide a justification for the exemption, including relevant cost avoidance, reduction of undue burden, the intended usage or risk assessment of potential vulnerabilities.

25. STATUTORY REPORTING REQUIREMENTS

Pursuant to Government Code 322.020 state agencies must report certain major contracts and their contents to the Legislative Budget Board (LBB). The LBB posts major contracts and their contents onto a public database. Submission of contract materials, regardless of confidentiality indications in the contract materials, will be considered the Contractor's recognition of the stated statute and the Contractor's consent to the Department's submission to LBB for publication.

26. REDACTED DOCUMENTS

Awarded Vendor is required to include electronically, a redacted copy of the Awarded Vendor's proposal with specified private information removed, plus an overview of the nature of the information removed.

27. U.S. Department of Homeland Security's E-Verify System

By entering into this Contract, the Contractor certifies that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and

2. All persons (including subcontractors) assigned by the Respondent to perform work pursuant to the Contract, within the United States of America.

The Contractor shall provide, upon request of the Texas Department of Motor Vehicles, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor's subcontractors, as proof that this provision is being followed. Contractor shall include the requirements of this paragraph in all contracts executed with Contractor's subcontractors, when such contracts are executed or renewed after the date of this Contract.

If this certification is falsely made, the Contract may be immediately terminated, at the discretion of the state and at no fault to the state, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that the state must undertake to replace the terminated Contract.

28. Certification of Interested Parties

For contracts entered into on or after January 1, 2016 of at least \$1 million or that require an action or vote by the board before being signed, a business entity (defined in bill) must disclose interested parties (defined in bill) to TxDMV at time entity submits the signed contract to TxDMV. The Ethics Commission Form 1295 must be submitted by Awarded Vendor to TxDMV.

Attachment 1: Business Rules and Requirements

Business Rules

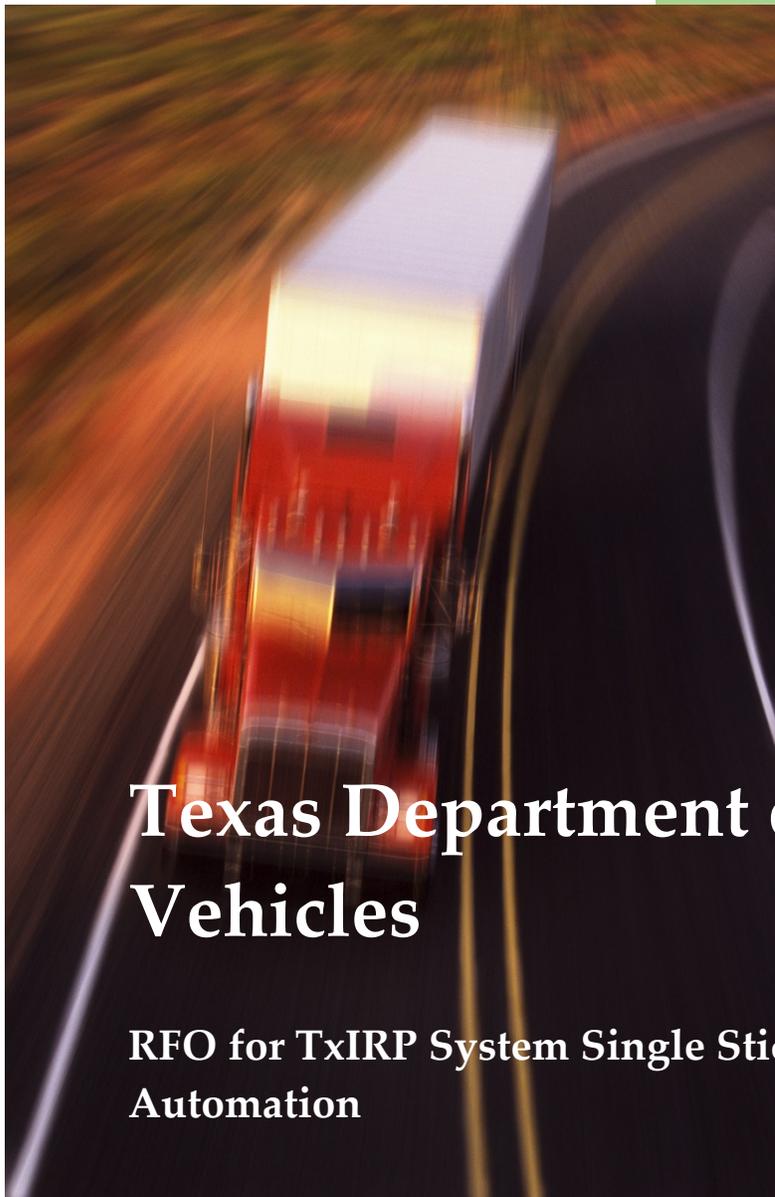
ID	Name
R.1	The system must determine the inspection status for a vehicle
R.2	The system must include the inspection in the required documents
R.3	The system must include the inspection fee inside TxIRP batch management.
R.4	The system must include the inspection fee as a separate line item on all financial documents generated in TxIRP.
R.5	The system must verify inspection status on vehicles still needing inspection verification at time of fee calculation.
R.6	The Inspection Fee must be collected only once for a specific inspection event.
R.7	If type code is marked as out-of-state (OUT ST) the inspection date and expiration date are not needed.
R.8	The system must require an inspection if the trailer, rental trailers, or semitrailer has a gross vehicle weight of 4,501 pounds or greater.
R.9	The system must [not] require an inspection if the trailer, rental trailers, or semitrailer has a gross weight of 4,500 pounds or less.
R.10	The system must verify a trailer or semitrailer inspection in the Inspection Database.
R.11	The system must verify the inspection when registration is issued or renewed.
R.12	For out of state Inspection Type, the vehicle record must contain the following remark: "Verify Inspection Status". Note: Subsequent title transfer, registration issuance or registration renewal where an acceptable inspection has been verified and the Inspection Type is [not] out of state will remove the remark.
R.13	The TxIRP NSF application must account for inspection fees.
R.14	The system must provide ADHOC reporting for the following: <ul style="list-style-type: none"> • Total registrations issued where inspection verification was required or completed. • Number of electronic verifications performed • Number of manual verification performed • Number of out-of-state inspection exemptions were granted
R.15	TxIRP allows customers to login to their account and pay fees, print receipt, and/or have it emailed.
R.16	On the 75th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification Application and queries the Inspection and RTS Database for inspection status. (Registration Anniversary Date)
R.17	TxIRP will email MCD CFS (MCD_TxIRP@TxDMV.gov) a list of all Token Trailer accounts that have unverified inspections or owe the state portion of the inspection fee the day of the carrier's registration anniversary date.

Business Requirements

ID	Name
R.1.1	The system must query the RTS and DPS database for inspection status.
R.1.2	The system must query the RTS and DPS database with VIN, Plate, and Doc No. for a specific vehicle.
R.1.3	The system must query the RTS and DPS databases for inspection expiration date for a VIN, Plate, and Doc No. for a specific vehicle.
R.1.4	The system must query the DPS databases for inspection pass or fail code for a VIN, Plate, and Doc No. for a specific vehicle.
R.1.5	The system must query the DPS databases for inspection type code for a VIN, Plate, and Doc No. for a specific vehicle.
R.1.6	The system must query the DPS databases for inspection and expiration date
R.1.7	The system must query the RTS databases for inspection and expiration date
R.1.8	The system must compare the data from TxIRP, RTS and DPS databases, if the data matches the system does not charge a fee.
R.1.9	The system must compare the data from TxIRP, RTS and DPS databases, if the data is different the system must indicate the appropriate fee is due for the most recent inspection type.
R.1.10	The system must maintain a database of inspection fees used to calculate the states portion of the inspection fee based on the inspection type code. (See USAS coding blocks)
R.1.11	The system must determine and not collect a fee if the inspection fee has been paid within the last 12 months.
R.1.12	The Inspection Test Date cannot be greater than the Transaction Date.
R.1.13	When the Inspection Type is not "Two Year", the Inspection Test Date: <ul style="list-style-type: none"> - Must be within 90 calendar days of the Registration Expiration Date or - Must be after the Registration Expiration Date and be unexpired the month following the Registration Transaction Date to be considered current.
R.1.14	The system must charge the Inspection Fee that is returned from the Inspection Database or that was entered into the system
R.1.15	Non-commercial annual inspection must pass within 90 days of registration effective date
R.1.16	Commercial annual inspection must pass within 12 months of registration effective date
R2.1	The system must allow a state user to manually enter the inspection date, expiration date, and type code for vehicles that could not be automatically verified in the RTS and DPS databases.
R2.2	The system must allow a state user to enter the type code as out-of-state (OUT ST) without entering inspection dates.
R2.3	The system must allow a state user to enter the type code as out-of-state (OUT ST) for a batch of vehicles within Apportioned, Token Trailer, and Fleet Token Trailer accounts. (Similar to the "Set All" function.)
R2.4	When type code is out-of-state (Out ST) the system must mark the title record as "Verify Inspection Status".
R2.5	TxIRP must pass inspection information entered into TxIRP to RTS in accordance with the systems current functionality.

ID	Name
R4.1	The system must separate the funds collected in TxIRP to match with separate accounts found in the USAS coding blocks.
R13.1	Inspection fees must be a separate line item on the NSF billing statement.
R16.1	If no payment, on the 45th day prior to the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP queries the Inspection and RTS Database for inspection status. (Registration anniversary Date)
R16.2	TxIRP generates the Inspection Verification letters; if applicable, includes billing statement. (Registration anniversary Date)
R16.3	TxIRP generates the Inspection Verification letters; if applicable includes a list of required documents. (Registration anniversary Date)
R16.4	With the exception of 1 to 5 year Token Trailer accounts only. If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date TxIRP will suspended those vehicles and generates the vehicle cancelation letter, including list of vehicles as shown in Appendix C
R16.5	If TxIRP suspends a vehicle it must place a visual icon next to the vehicle allowing a state user to quickly identify the vehicle(s).
R16.6	If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date, TxIRP will email MCD CFS (MCD_TxIRP@TxDMV.gov) a list of all vehicle(s) and associated accounts suspended by TxIRP.
R16.7	If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date TxIRP generates the 90 day Vehicle cancelation letter with a list of vehicles missing inspection verification and no payment.
R16.8	The system must allow the TxDMV user to reinstate a vehicle within 90 days of the date of suspension.
R16.9	Within 90 days of the date of suspension the system must charge a \$10.00 administrative fee for each vehicle being reinstated after verification of all required documents.
R16.10	If no payment has been received on the 91st day after vehicle(s) 90 day suspension the vehicle(s) will be deleted from the TxIRP account.
R16.11	On the 75th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification letter and includes a list of vehicles requiring proof of current and passing inspection. (Registration Anniversary Date)
R16.12	On the 45th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification letter and includes a list of vehicles requiring proof of current and passing inspection. (Registration Anniversary Date)

COPY



Texas Department of Motor Vehicles

RFO for TxIRP System Single Sticker II System
Automation

**Explore Information
Services, LLC**

December 8, 2015

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Document Version History

Version	Date	Tracker ID	Description
1	12/7/2015		RFO Submission

Explore Information Services, LLC will make the necessary changes in TxIRP to support the Single Sticker Automation business rules and requirements outlined in the Attachment 1 of the RFO on pages 23 -25.

Explore will enhance TxIRP to include:

- Real-time communication between the system and inspection database via secure web services.
- Registration issuance and renewals only with current inspection.
- Collection of the state portion of vehicle inspection fee at registration and distribution of funds through Uniform Statewide Accounting System (USAS).
- Changes to the system:
 - Revise the system registration credentials and receipts to accommodate safety and/or emissions inspection fees.
 - Registration suspension without current passing inspection during the registration anniversary date process (RAD).
 - Registration cancelation without current passing inspection during the RAD.
 - Registration denial without current passing inspection.
 - Creation of Administrative reports.
 - Creation of Administrative letters.
 - Update to existing billing statement invoice and required documents generated in the system.
 - Inspection verification process for multi-year registration programs.

Summary of Work

This document includes proposed changes to the TxIRP per the requirements identified in the MCD HB 2305 Single Sticker RFO.

The TxIRP system will contain a new inspection table. The system will query the DPS and the RTS systems via new web services to collect the latest inspection type and status for vehicles. 'X' days before renewing or a multi-year fleet's anniversary date, the TxIRP system will evaluate units eligible for inspection and determine if their inspection status is up to date. If it is not up to date, the TxIRP system will generate letters with a list of vehicles out of compliance. The TxIRP system will do this again 'x' days before expiration or RAD.

For all eligible fleets at time of renewal or issuing new registrations, the TxIRP system will deny vehicle's registration for those that do not have an up to date inspection status and will be stopped on the app via the required documents. For vehicles with up to date inspections, the TxIRP system will determine if an inspection fee will be charged and will calculate the appropriate amount.

For eligible multi-year fleets, the TxIRP system will cancel and delete vehicles that failed to complete a timely inspection. The TxIRP system will also reinstate vehicles that were satisfied their inspection during the suspension period as well as charge a reinstatement fee.

This document includes the assumptions and proposed design used by Explore in order to determine scope of work and costs.

Scope of Work for Phase 1

Per the RFP:

Moving to a single-sticker system will require most vehicles' inspection and registration dates to be aligned (synced up – Phase I). To accomplish this while also minimizing the impact on carriers, until February 29, 2016, carriers will be allowed to register their vehicle if their current vehicle inspection is still valid. At the time of inspection, the inspection station will update the TxDPS and Texas Commission on Environmental Quality (TCEQ) cloud database with the inspection record and carriers will be provided with a printed Vehicle Inspection Report (VIR). Commercial carriers will not be required to abide by the 90 day sync up period. However, non-commercial vehicles will be required to abide by the 90-day inspection window until their vehicle has transitioned to the single-sticker system. Carriers with commercial registration cannot allow their inspection to lapse.

In addition, there will be the creation of a new web-based look-up tool to assist Dealers, Lienholders, and other companies for inquiry of current inspection.

Explore will work with Texas to discuss the requirements and develop a solution for in TxIRP for Phase 1.

Scope of Work for Phase 2

The following sections describe how Explore will make changes to the TxIRP system to comply with the RFP Requirements.

Collect Inspection Information

RFP requirements addressed in this section:

R.1.1 The system must query the RTS and DPS database for inspection status.

R.1.2 The system must query the RTS and DPS database with VIN, Plate, and Doc No. for a specific vehicle.

R.1.3 The system must query the RTS and DPS databases for inspection expiration date for a VIN, Plate, and Doc No. for a specific vehicle.

1.1.1 Create Table for Tracking by VIN

Create a new table in the TxIRP database that will list when an inspection last happened for a unit and if fees were waived.

1. Most likely include the following items in the table
 - VIN
 - Inspection type
 - Inspection Paid Date
 - All fields that are allowed to be maintained in the utility
 - Potentially add RTS fields to this table too (inspection type and date)
 - Non-Commercial Flag
 - app_serial
 1. Need to know what app collected the fee. In case VIN is on 2 'in progress' apps
 2. Delete App – Need to clear this record on vehicle delete
 - Additional columns defined during requirements

1.1.2 Query DPS Database

RFP requirements addressed in this section:

- R.1.1 The system must query the RTS and DPS database for inspection status.*
- R.1.2 The system must query the RTS and DPS database with VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.3 The system must query the RTS and DPS databases for inspection expiration date for a VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.4 The system must query the DPS databases for inspection pass or fail code for a VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.5 The system must query the DPS databases for inspection type code for a VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.6 The system must query the DPS databases for inspection and expiration date*

Explore will develop a query to call the DPS web service to populate the VIN table.

1. Create new service to call Amazon API Web Service
 1. Services are queued by renewals or by adding units or multi-year true-up apps
 1. Will be called via the 75 day/45 day, etc batch jobs and via an interactive for vehicle adds if not found in the VIN table
 2. Service calls Amazon Web Services per VIN
 3. Populates the VIN Tracking Table
 4. Assuming that the system will call the service for VINS that do not exist on tracking table with an active status (IE VIN exists from different app/flt/acct and is active and inspection date as not expired)

Assumptions:

1. You may not always have the Doc No or Plate, especially when adding a vehicle or pulling it forward. Therefore assume you can search by VIN only and all fields are not required in the search.

1.1.3 Query RTS Database

RFP requirements addressed in this section:

- R.1.1 The system must query the RTS and DPS database for inspection status.*

- R.1.2 *The system must query the RTS and DPS database with VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.3 *The system must query the RTS and DPS databases for inspection expiration date for a VIN, Plate, and Doc No. for a specific vehicle.*
- R.1.7 *The system must query the RTS databases for inspection and expiration date*
- R.1.8 *The system must compare the data from TxIRP, RTS and DPS databases, if the data matches the system does not charge a fee.*

1. Modify existing service to call RTS Web Service
 1. Services are queued by renewals or by adding units or multi-year true-up apps
 2. Service calls Amazon and RTS Web Services per VIN
 3. Populates the VIN Tracking Table
 4. Assuming that the system will call the service for VINS that do not exist on tracking table with an active status (IE VIN exists from different app/ft/acct and is active and inspection date as not expired)

Assumptions:

1. Assuming the new fields will be added to the current "screenscape" web service logic.

1.1.4 Explore Support Utility

Explore will create a new utility for the Explore production support team to be able manually query the data from both web services to use for production support calls and trouble shooting.

Determine Inspection Eligibility and Status

RFP requirements addressed in this section:

- R.1 *The system must determine the inspection status for a vehicle*
- R.6 *The system must verify inspection status on vehicles still needing inspection verification at time of fee calculation.*
- R.7 *If type code is marked as out-of-state (OUT ST) the inspection date and expiration date are not needed.*
- R.8 *The system must require an inspection if the trailer, rental trailers, or semitrailer has a gross vehicle weight of 4,501 pounds or greater.*
- R.9 *The system must [not] require an inspection if the trailer, rental trailers, or semitrailer has a gross weight of 4,500 pounds or less.*
- R.10 *The system must verify a trailer or semitrailer inspection in the Inspection Database.*

Explore will work with Texas to define all of the business rules that are specific to the inspection eligibility and status defined during requirements gathering meetings.

Inspection Verification Process

RFP requirements addressed in this section:

- R.11 *The system must verify the inspection when registration is issued or renewed.*

- R.16 *On the 75th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification Application and queries the Inspection and RTS Database for inspection status. (Registration Anniversary Date)*
- R.17 *TxIRP will email MCD CFS (MCD_TxIRP@TxDMV.gov) a list of all Token Trailer accounts that have unverified inspections or owe the state portion of the inspection fee the day of the carrier's registration anniversary date.*
- R.1.13 *When the Inspection Type is not "Two Year", the Inspection Test Date:*
- *Must be within 90 calendar days of the Registration Expiration Date or*
 - *Must be after the Registration Expiration Date and be unexpired the month following the Registration Transaction Date to be considered current.*
- R.1.15 *Non-commercial annual inspection must pass within 90 days of registration effective date*
- R.1.16 *Commercial annual inspection must pass within 12 months of registration effective date*
- R16.1 *If no payment, on the 45th day prior to the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP queries the Inspection and RTS Database for inspection status. (Registration anniversary Date)*
- R16.2 *TxIRP generates the Inspection Verification letters; if applicable, includes billing statement. (Registration anniversary Date)*
- R16.3 *TxIRP generates the Inspection Verification letters; if applicable includes a list of required documents. (Registration anniversary Date)*
- R16.11 *On the 75th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification letter and includes a list of vehicles requiring proof of current and passing inspection. (Registration Anniversary Date)*
- R16.12 *On the 45th day of the 12th month of registration, and every 12th month thereafter, until expiration. TxIRP generates an Inspection Verification letter and includes a list of vehicles requiring proof of current and passing inspection. (Registration Anniversary Date)*

The RFP requirements for the verification process will be addressed by the system via the following methods:

1. Create batch job that runs on day 75 and 45 from fleet expiration date or RAD.
 1. Includes letters, correspondence file report summary
2. Add a process for the state admin to manually kick off a verification
 1. Allow to kick off all vehicles whose current information is not valid within an app
 2. This utility will also update the VIN table
 3. This will be an asynchronous method

Out of Scope:

1. Does not include adding the cycle 1 letters to the renewal packets

Renewing fleets and adding units (registration) will follow the same process for all fleet eligible fleet types. Refer to the "Renewal", "Adding a Unit" and "Pulling a Unit Forward" sections for changes to the system for this process.

For inspection verification on eligible multi-year fleets during the RAD time:

1. In addition to the two batch jobs listed earlier in this section, assume the letters will include instructions for the carrier to create a “true-up” app to pay for the inspection fees.
2. System will not create true-up on anniversary date
3. Carrier will start a supplement and the fee calc process will evaluate all vehicles based on the RAD and inspection eligibility rules.
4. System will charge inspection fees for eligible vehicles on the fleet.
 1. Allow user to create app to pay inspection fees on vehicles, also allow them to delete vehicles
 2. Allow them to create multiple true-up apps to pay for sticker fees

Required Docs

RFP requirements addressed in this section:

R.2 The system must include the inspection in the required documents

1. New required document types will be added for the proof of inspection.
 1. The user will not be able to satisfy these required documents through the required doc page, the user must use the VIN Inspection Maintenance Tool (addressed in another section in this document) to update information or re-check inspection status.
 2. Changes to Update Required Documents Web Pages
 1. Include a link to the utility page
 3. Changes to View Required Docs History
 1. Only have a link to the utility page
 4. Changes to the View Required Doc PDF Report
 1. NEW PDF report to attach to the Required Docs PDF

Below are assumptions on how the new required document types will be created and satisfied in the system.

1. For Apportioned and Multi-Year on renewal or added units:
 1. Put out inspection required doc for every unit, they need to be satisfied prior to registration
 2. Every vehicle that does not need inspections will get automatically satisfied by the system with a comment saying “not eligible”
 3. Automatically all documents based on VIN table where the VIN says inspection has been completed
 4. The ones that remain will require the use of the VIN Inspection Maintenance tool
 1. This tool will require a “Re-Check” option
 5. Assume that current logic will delete the required doc if the vehicle is deleted in that same app
 6. Automatically satisfy if inspection fee was paid within x days from a previous app and inspection date not expired
2. Multi-Year True-Up on RAD
 1. Required docs will not be generated
 2. The user will be able to produce a list of vehicles requiring inspections

VIN Inspection Maintenance Utility

RFP requirements addressed in this section:

- R.7 If type code is marked as out-of-state (OUT ST) the inspection date and expiration date are not needed.*
- R2.1 The system must allow a state user to manually enter the inspection date, expiration date, and type code for vehicles that could not be automatically verified in the RTS and DPS databases.*
- R2.2 The system must allow a state user to enter the type code as out-of-state (OUT ST) without entering inspection dates.*
- R2.3 The system must allow a state user to enter the type code as out-of-state (OUT ST) for a batch of vehicles within Apportioned, Token Trailer, and Fleet Token Trailer accounts. (Similar to the "Set All" function.)*

Explore will create a new utility to be maintained by state employees to manually enter inspection information. The utility will be available from applications within the TxIRP system. Below are various rules and assumptions related to the new utility.

1. Allow updating VINS that are on the app only
 1. In order to add a vin, you'd need to add the vehicle in the application
2. Allow to manually verify
3. Display all VINs on the app
 1. Include a filter (filter by vin, unit number, and plate) from app the vehicle count exceeds x number of vehicles on the app, otherwise display all VINS on this app
4. After VIN selected will allow
 1. Allow multi-select feature
 2. Based on what is selected allow:
 1. Re-evaluate Inspection
 1. This will query both DPS and RTS
 2. This will update the VIN table,
 3. Reset Fee Calc Date
 4. Will reevaluate required documents (it will not create new ones)
 5. Any manual changes made will be lost
 2. Set all selected items to specific inspection type. (similar to mass unit change)
 3. Additional items to change
 1. Inspection Date
 2. Expiration Date
 3. Inspection Type
 4. Comment
 5. Override
 6. Paid Date
 4. The following buttons exist
 1. Save
 1. Saves all changes to the database
 2. Resets fee calc date back to null
 3. Re-evaluates the required documents
 2. Cancel
 1. Will not commit any entered data on the page to the database

3. Next page
 1. Check to see if changes made, ask user if system should save changes
4. Previous Page
 1. Check to see if changes made, ask user if system should save changes
5. Information entered in the utility will determine if Explore will calculate the fees
5. During requirements, we will work with Texas to determine special rules on required fields based on inspection type (R 2.3)
6. Can only update from an App when app status = 'In Progress'
7. Need to be able to show this page in View Only Mode to show history of changes made
8. Allow generating the vehicles needing inspection report from this page
9. Allow for sorting on this page for vehicles

Suspending a Vehicle

- R16.4 With the exception of 1 to 5 year Token Trailer accounts only. If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date TxIRP will suspended those vehicles and generates the vehicle cancelation letter, including list of vehicles as shown in Appendix C*
- R16.5 If TxIRP suspends a vehicle it must place a visual icon next to the vehicle allowing a state user to quickly identify the vehicle(s).*
- R16.6 If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date, TxIRP will email MCD CFS (MCD_TxIRP@TxDMV.gov) a list of all vehicle(s) and associated accounts suspended by TxIRP.*
- R16.7 If the inspection is not verified and no payment is received on the first day after the Registration Anniversary Date TxIRP generates the 90 day Vehicle cancelation letter with a list of vehicles missing inspection verification and no payment.*

Vehicle suspension will be added to vehicles in eligible multi-year fleets based on RAD rules. The system will be able to suspend the vehicles without creating a new application.

1. Create batch job for 1 day after RAD
 1. Generates letters
 2. Generates/emails reports
2. Flag the Vehicle with suspend status
 1. Flagging the vehicle will not deny cab cards, or inventory assignment
 2. Will continue to send 100 PRISM Code to CVIEW
 3. Suspend Date (noting the flag) will be added to the VIN table
 4. New Restriction Icon added to vehicle
3. Explore assumes the suspension status is not sent to RTS

Reinstating a Vehicle

RFP requirements addressed in this section:

- R16.8 The system must allow the TxDMV user to reinstate a vehicle within 90 days of the date of suspension.*

Reinstating a suspended vehicle will follow a process similar to the following:

1. User starts an Application (supplement)
2. User selects “Reevaluate Inspection Status” (Name of function will be defined during requirements phase)
3. System evaluates all vehicles missing inspections, which includes calling DPS and RTS if needed
4. During Fee Calcs
 1. For vehicles with updated inspections,
 1. System will add inspection fee (if applicable)
 2. System will add reinstatement fee
 2. For vehicles that do not have updated inspections will remain in the suspension status
5. File App
 1. System will remove the suspension status

Cancelling/Deleting a Vehicle

RFP requirements addressed in this section:

R16.10 If no payment has been received on the 91st day after vehicle(s) 90 day suspension the vehicle(s) will be deleted from the TxIRP account.

For vehicles that have been in a suspension status for 90 days, the TxIRP system will do will do the following:

1. Create batch job for 90 day after RAD
 1. Create app to delete vehicle
 2. If in progress app exists, system will delete the in progress app and add insert a note note
 3. Do not give refund or credit back for this delete process
 4. If vehicle is on more than on multi-year fleets, need to delete off of all fleets
 5. A summary of vehicles per account and fleet that were deleted will be produced in correspondence files

Deleting a Vehicle

Minor changes will be made to this process to potentially update the VIN table.

Adding a Vehicle

Minor changes will be added to the add unit method. This does not impact the unit page.

1. Insert a queue record for the new Async process to process it
2. The new service process will get list of all VINS for that app and will query the Amazon API

Pulling a Unit Forward

Similar changes made to the “Add Unit” method will be applied to the “Pull Unit Forward” method.

Patching a Vehicle

Out of Scope. Explore considers making changes to patching a unit because it is done outside of an application.

Fees, Funds and Finance

RFP requirements addressed in this section:

R.3 The system must include the inspection fee inside TxIRP batch management.

R.1.10 The system must maintain a database of inspection fees used to calculate the states portion of the inspection fee based on the inspection type code. (See USAS coding blocks)

R4.1 The system must separate the funds collected in TxIRP to match with separate accounts found in the USAS coding blocks.

1. New Table for Inspection Fee Table
 1. Based on inspection type and effective date
 2. Need to support multiple fees for an inspection type
2. All fees will be treated as annual, however the 2-year inspection type may require some minor configuration changes
3. Assumption:
 1. There will be many fees per one fund
 2. 3 to 4 new funds
 3. 7 - 9 new fee types

1.1.5 Determine and Calculate Inspection Fee

RFP requirements addressed in this section:

R.6 The Inspection Fee must be collected only once for a specific inspection event.

R.1.8 The system must compare the data from TxIRP, RTS and DPS databases, if the data matches the system does not charge a fee.

R.1.9 The system must compare the data from TxIRP, RTS and DPS databases, if the data is different the system must indicate the appropriate fee is due for the most recent inspection type.

R.1.11 The system must determine and not collect a fee if the inspection fee has been paid within the last 12 months.

R.1.12 The Inspection Test Date cannot be greater than the Transaction Date.

R.1.13 When the Inspection Type is not "Two Year", the Inspection Test Date:

- Must be within 90 calendar days of the Registration Expiration Date or
- Must be after the Registration Expiration Date and be unexpired the month following the Registration Transaction Date to be considered current.

R.1.14 The system must charge the Inspection Fee that is returned from the Inspection Database or that was entered into the system

Fee Calculation

Changes will be made to the fee calculation module for all eligible fleet types.

1. Create a new asynchronous fee calc module

1. This will NOT verify the queue table to make sure all vehicles in app have been populated in the VIN table
2. It will do all of the validation checks before kicking off the fee calc.
2. Call “Generate Required Doc for Inspections”
3. Calculate inspection and reinstatement fee
4. Check to see if async process for the validation check has been complete
 1. If No – display message saying x% complete (similar to async fee calc page)
5. Changes to web pages to display messages to user if there are any unsatisfied inspections
 1. System forces all inspection date/types to be populated before you can calculate fees. (Will not allow fee calc until all vehicles have been evaluated)
6. Fees are calculated based on inspection type
7. Do not give refund or credit back for vehicles deleted due to expired suspension.

1.1.6 *Flow Exception Process*

1. If inspection fees charged, but during app, the inspection type changed, the user will need to go to the maintenance utility to change the type. The system will force a new fee calc

1.1.7 *Process Payments*

RFP requirements addressed in this section:

R.15 TxIRP allows customers to login to their account and pay fees, print receipt, and/or have it emailed.

1.1.7.1 *Electronic Payments*

1. Pass in new funds, Fees, USAS codes

1.1.8 *Financial Documents*

RFP requirements addressed in this section:

R.4 The system must include the inspection fee inside TxIRP batch management.

R13.1 Inspection fees must be a separate line item on the NSF billing statement.

Change Billing Statements, Invoices, Receipts

1. Add one line inspection fee for each report
 1. Example, if there were 7 different inspection fees charged on an app (for diff vehicles) the app billing statement will only have one line item with all inspection fees summarized

1.1.9 *Voucher Files*

1. No changes needed since inspection fees are not Fund 900 (not county fees)

1.1.10 *Existing Finance Reports*

1. Batch Management Reports
 1. No Code Changes required (new fees will automatically populate to these batch reports)
 2. No additional reports needed
2. Pre-Voucher Summary Report

1. Need to add new funds
3. Pre-Voucher Detail Report
 1. Need to add new funds
4. Batch Detail Report
 1. This is under Reports > Financial Reports > View Batch Reports for FINS
 2. Need to add new funds (need new columns)

Fleet and Application Rules

This section lists changes identified that are specific to fleet types and application types

1.1.11 Original

No changes needed.

1.1.12 Renewal

When the renewal is started, the system will call the new asynch job to query the VINs. The system will only go to the cloud for vehicles in question. It will not make a call for all units in the app.

1.1.13 Supplement

No changes needed, other than rules defined under other functions in this document that can occur in supplements.

1.1.14 Audit

No changes needed since inspection fees are base jur fees only.

1.1.15 Retraction

Do not allow for refunding via [retraction](#) sup. Explore will leave the inspection for the unit as paid on the VIN/inspection table so that if the unit is added later in the year, it will not be charged.

1.1.16 NSF

RFP requirements addressed in this section:

R.13 The TxIRP NSF application must account for inspection fees.

R13.1 Inspection fees must be a separate line item on the NSF billing statement.

1. Include the inspection fee and include a separate line item on the billing statement
 1. Assume we cannot not send negative amounts in finance or RTS files, therefore the system will use the same NSF structure as current NSF where all fees are sent through Fund 6 because voucher files will not accept negative amounts.

1.1.17 Filing an App

Minor changes will be made to potentially update the VIN table.

1.1.18 Unfiling an App

Minor changes will be made to potentially update the VIN table.

1.1.19 Deleting an App

Minor changes will be made to potentially update the VIN table.

Interfaces

1.1.20 RTS Update

RFP requirements addressed in this section:

- R.12 *For out of state Inspection Type, the vehicle record must contain the following remark: “Verify Inspection Status”. Note: Subsequent title transfer, registration issuance or registration renewal where an acceptable inspection has been verified and the Inspection Type is [not] out of state will remove the remark.*
- R2.4 *When type code is out-of-state (Out ST) the system must mark the title record as “Verify Inspection Status”.*
- R2.5 *TxIRP must pass inspection information entered into TxIRP to RTS in accordance with the systems current functionality.*

The following changes will need to be made to the RTS Update file:

1. Send inspection type with the sum of the inspection fees for that vehicle
2. Assume each inspection fee will be sent in a different column

1.1.21 RTS Inquiry (Screen Scrape)

Explore assumes that the current RTS Inquiry web service will be modified and used for the query information.

1. Changes for this interface are described earlier in the document in section “Query RTS Database”.

Reports

1.1.22 Ad Hoc Reports

RFP requirements addressed in this section:

- R.14 *The system must provide ADHOC reporting for the following:*
- *Total registrations issued where inspection verification was required or completed.*
 - *Number of electronic verifications performed*
 - *Number of manual verification performed*
 - *Number of out-of-state inspection exemptions were granted*

1.1.22.1 *Total registrations issued where inspection verification was required or completed.*

Explore will work with Texas to define the requirements for this report.

1.1.22.2 *Number of electronic verifications performed*

Explore will work with Texas to define the requirements for this report.

1.1.22.3 *Number of manual verification performed*

Explore will work with Texas to define the requirements for this report.

1.1.22.4 *Number of out-of-state inspection exemptions were granted*

Explore will work with Texas to define the requirements for this report.

Section 10 Offer Execution

YOU MUST COMPLETE THE FOLLOWING:

The Texas ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts (CPA).

(PLEASE PRINT)

* TAX NO: 81-0572768

* VENDOR NAME: Explore Information Services, LLC

* VENDOR ADDRESS: 2750 Blue Water Road, Suite 200

*VENDOR CITY: Eagan *STATE: MN *ZIP: 55121

*VENDOR CONTACT PERSON: John Christenson

Mark Thompson

*** (AUTHORIZED SIGNATURE)**

(FAILURE TO SIGN WILL DISQUALIFY OFFER (AUTHORIZED SIGNATURE))

*PHONE NUMBER: 651-681-4468 *FAX NUMBER: 651-405-4476

*E-MAIL: John.christenson@exploredata.com

****REQUIRED** must be filled out completely**

Tx Internantional Registration Plan (TxIRP) System Single Sticker II System Automation

Addendum # 1 - Questions / Answers

QUESTIONS	ANSWERS
<p>1 Are there any exceptions or special Single Sticker requirements that apply to specific fleet types in TxIRP (apportioned, token trailer...)?</p>	<p>Yes, there are several situations that need to be pointed out. 1) Apportioned and token trailers not registered in the multi-year fleet program cannot be denied registration due to lack of inspection (passing, failing or not found in database). However, the inspection fees should be collected during registration process for all passing inspections received within the last 15 months from the registration effective date. Token trailers not registered in the Fleet Registration program will have a registration anniversary date (RAD) application to attempt to collect inspection fees. If the customer does not pay the inspection fees, the system must allow the registration to continue with an override by a state user. 2) Token trailers registered under the Fleet Registration program, cannot be denied registration on initial registration, original or renewal applications for lack of inspection or lack of inspection payment. The RAD process will apply to these trailers, and the suspension and cancellation process will also apply. Inspection status will need to be verified on these trailers during the RAD process. If no inspection is found, the trailer may be suspended or cancelled. 3) All trailers under 4,500 pounds CGVW are exempt for inspection requirements. 4) A RAD application will apply to Rental trailers with a suspension and cancellation process. Rental trailers under 4,500 pounds are exempt from inspection requirements. 5) Vehicles that receive a non-commercial inspection will be required to receive a passing inspection no more than 90 days prior to the registration expiration date. 6) All vehicles need to have the option to mark the vehicle as out-of-state. This inspection type will not generate a fee and must place a unique remark on the title record.</p>
<p>2 Phase I - It does not appear that Phase I (described on page 2 of 25) will impact TxIRP, can you confirm this?</p>	<p>Programming requirements for both phase 1 and 2 have been outlined in the statement of work. Also, these requirements will be described in the BRD after the contract is awarded. Vehicles that receive a non-commercial inspection will be required to sync the inspection and registration within the 90 day window prior to the registration expiration date. This requirement is referenced in the RFO in Attachment 1 under R.1.13 and R.1.15. This requirement is based off the inspection type the vehicle receives, not the registration type.</p>

Tx Internantional Registration Plan (TxIRP) System Single Sticker II System Automation

Addendum # 1 - Questions / Answers

QUESTIONS	ANSWERS
<p>3</p> <p>Section 4.1 a. - Can you provide an example for each of the scenarios below:</p> <ul style="list-style-type: none"> o Revise the system registration credentials and receipts to accommodate safety and/or emissions inspection fees. o Registration suspension without current passing inspection during the registration anniversary date process (RAD) o Registration cancelation without current passing inspection during the RAD o Registration denial without current passing inspection 	<p>1) Need to have a separate line item on the billing statement and registration receipt to accommodate the collection of safety and/or emission fees. We used the phrase "registration credentials" because the registration receipt in Fleet Registration is used as proof of registration 2) During the registration anniversary date (RAD) for Fleet registered vehicles, if a passing inspection is not found or presented, the system must have the ability to suspend the registration for 90 days after the RAD. During this 90 day suspension period, the customer should have the ability to present a passing inspection to reinstate the registration. During the suspension period the system will need to generate a suspension letter displaying a list of vehicles that inspection cannot be verified. If registration is reinstated, the system must charge a \$10.00 reinstatement fee. This reinstatement fee also will be a separate line item on the billing statement and registration receipt. 3) After the 90 suspension period, on the 91st day after the RAD the system will cancel the vehicle registration and delete the vehicle(s) from the system. State users should be allowed to pull these deleted vehicles forward on future applications 4) Forestry, Rental trailers and Fleet registered vehicles (except fleet registered token trailers) may not register a vehicle without a passing inspection. This inspection can be verified manually by a state employee by collecting a vehicle inspection report (VIR) or verifying electronically through the DPS/TXEQ inspection database.</p>
<p>b. Does TxDMV need to cancel or suspend at the vehicle level? If yes, how do you see this process working? (Provide an example when one vehicle needs to be suspended/cancelled/denied on a multi-vehicle fleet)</p>	<p>When we use the term suspend or suspension, we are not invalidating the registration or impacting the operation of the vehicle; we are only flagging the vehicle as not providing a passing inspection. A "flagged" vehicle should have a unique icon next to the VIN, similar to the current PRISM icons. After the 90 day suspension period, on the 91st day, the vehicle registration will be cancelled and the vehicles will be deleted from the account without credit or refund.</p>
<p>c. How does the suspension process start if TxIRP are only verifying the emissions test when a registration is issued or renewed? If a vehicle is denied registration why does it need to be suspended?</p>	<p>Only on Fleet Registration and Rental trailers will the system suspend a vehicle. All other programs will follow a process similar to the required document process currently built in TxIRP. If the system cannot verify inspection status or the customer cannot provide a valid VIR, the state user or customer has the option of removing the vehicle.</p>
<p>4</p> <p>Test Plan - We are assuming that TxDMV is responsible for writing test plan. Please verify.</p>	<p>Yes, The TxDMV UAT team will be responsible for writing and coordinating the test plan.</p>
<p>5</p> <p>Constraints - What are the agency's "new technology architecture standards"? "The development of the solution must comply with the Agency's new technology architecture standards and the RTS Refactoring effort."</p>	<p>This is in reference to the network configuration, with the servers hosted off site and with coordinating RTS changes and testing schedules around the RTS refactoring project.</p>
<p>6</p> <p>Project Completion Criteria - 4.5.3 refers to a "Pilot Deployment". Please explain TxDMV's perspective on implementing a pilot.</p>	<p>TxDMV is aware that production cannot accommodate a pilot period. RFO is changed to reflect the deletion of the following: "successful completion of pilot deployment". Section 4.5.3 will now read: TxDMV project manager will validate project completion through User Acceptance Testing and receipt of all documented deliverables, and completion of 30 day warranty period of the system enhancements without any substantial bugs identified in the software.</p>

QUESTIONS		ANSWERS
7	Attachment 1 - a. What is the significance of the "R" numbers? Are they different phases?	"R" references a requirement in the BRD.
	b. Once the app is filed with the inspection fees, is the invoice considered locked and the fees cannot be adjusted down or waived and also the inspection type cannot be changed? i. Example: If the system generates an inspection fee and files the app, will you allow the state user to change the type to "Out-of-State" and remove the fee (after the app is filed and the invoice is generated)?	Yes, the application should allow changes if the application is unfiled, similar to current functionality. This should allow the customer or state user to remove or add units if needed or mark a vehicle as "out-of-state". Once the system determines the inspection type from the DPS/TCEQ inspection database, the system will not be required to re-verify this information if the application is unfiled. This is similar to required documents today. Unless the application is deleted, the verified required documents will remain verified if the application is unfiled.
	c. R.15 – Please clarify what you consider to be the "Print Receipt"	This references the ability of a customer to print their own cab cards or registration receipts.
	d. R.16 "On the 75th day of the 12th month of registration" we assume this to be 75 days before registration expiration date. Please confirm	This is in reference to the registration anniversary date. We are saying the 75 days from the 12 month of registration, the RAD inspection verification application should be created. Similar to the HVUT process for multi-year fleet.
	e. R.16 – is this requirement for multi-year fleets only?	No, this applies Fleet Registration, Multi-year Token Trailers and Rental trailers. Fleet Registration and Rental trailers will follow the suspension and cancellation process. Multi-year Token Trailers, we only attempt to collect the inspection fees. We cannot deny, suspend or revoke this type of registration due to current legislation. If a multi-year token trailer inspection status cannot be verified, the system should allow a state user to override or bypass the requirement. Inspection fees for multi-year token trailers are determined and collected on current and passing inspections only.
	f. R1.13 – is the inspection needed every year?	Inspections are required annual except for two year inspections which guarantee the customer two years of inspection and registration; only new vehicles sold through a dealership can obtain a two year inspection. After the two year inspection period, the customer can only obtain an annual inspection, which must be synced with the registration period depending on the inspection type (commercial vs. non-commercial).
	g. Please explain the "Two year" inspection type, how does that affect the inspection verification and charging inspection fees?	Two year inspections can only be obtained on a new vehicle sold through a dealership. This inspection type will have a unique inspection type code which will drive the inspection fees. The fee can only be collected once for the two year inspection period.
8	How many letters does TxDMV anticipate needing as part of the suspension process?	One letter for the 90 day suspension process. This letter should be generated on the first day after the RAD and include a list of vehicles that inspection status cannot be verified. To clarify, the system will generate three letters. A 75 day RAD letter and a 45 day RAD letter. After the RAD period is over, the system will generate a 90 day suspension letter. In the 90 day suspension letter, wording will be provided by TxDMV to alert the customer that on the 91st day, registration will be cancelled.

QUESTIONS		ANSWERS
9	The assumption is if the inspection status is not valid at the time of renewal or issuing a registration, the vehicle has to be deleted off of the fleet on the renewal. How would the system suspend the vehicle if it is not on the current fleet?	The suspension and cancellation period is only applicable to the multi-year fleet and rental trailer registration programs. All other registration programs will following a process similar to required documents. If a vehicle is missing a required document, the customer has the option of removing the vehicle until proof of the required document can be supplied. Same is true for inspection status. The inspection should also be a required document, if the system cannot verify inspection, the application will not move forward until the customer provides a passing inspection to the state user.
10	4.2.1 Risk - a. What is the timing of the RTS refactoring enhancement and modification process? Is this a current project that could impact the Single Sticker Project?	Yes, we believe the RTS refactoring enhancement process runs on a quarterly basis. If new TxIRP processes impact any RTS processes, the RTS refactoring schedule will impact the implementation of the TxIRP single sticker project.
11	Is the pricing form that is included in the RFO, the only form that pricing is to be submitted on?	Yes, the Price Form included with RFO needs to be completed and submitted with offer.

January 4, 2016

Section 7 PRICE FORM (BAFO)

Single Sticker II System Automation Deliverables			
No.	Description From Sections 4 & 5	Delivery Date	Cost
1	Project Kickoff Presentation	Within 14 days of contract	\$ 17,100
2	Initial Draft Project Work Plan	Within 14 days of contract	\$ 17,100
3	Final Project Work Plan	Within 30 days of contract	\$ 29,925
4	Initial Draft Project Management Plan	Within 14 days of contract	\$ 17,100
5	Final Project Management Plan	Within 30 days of contract	\$ 29,925
6	Initial Draft Risk Management Plan	Within 14 days of contract	\$ 17,100
7	Final Risk Management Plan	Within 30 days of contract	\$ 29,925
8	Project Risk/Issue Register	Within 14 days of contract	\$ 17,100
9	Initial Communication Management Plan	Within 14 days of contract	\$ 17,100
10	Final Communication Management Plan	Within 30 days of contract	\$ 29,925
11	Project Weekly Status Reports	Weekly	\$
12	Application Design Specification		\$ 84,547
13	Project Infrastructure Design Specification	Within 14 days of contract	\$ 17,100
14	Interface Design Specification		\$ 84,547
15	Initial Product Training		\$ 84,547
16	User Training Plan	Within 30 calendar days of production implementation	\$ 84,547
17	Test Plan		\$ 84,547
18	System Test Report		\$ 84,547
19	User Acceptance Testing (UAT) Report		\$ 84,547
20	Deployment Plan	Within 30 calendar days of production implementation	\$ 84,547

TOTAL	\$ 915,775
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Explore's pricing estimate includes analysis, development, testing and implementation for the Single Sticker Automation project. For purposes of completing the Section 7 Pricing Form, these activities are costed in the Section 7 Form line items.

Explore sees project risks associated with the RTS refactoring effort that are beyond Explore's control. Per section 4.5.5, Explore may request a POCN if the refactoring effort causes unforeseen delays and changes.

Note: Explore will take an iterative approach to this project. 5 phases will be used to deploy the TxIRP single sticker functionality. We will deploy to QA after each phase, with one large install to prod after UAT.

Note: Explore will use the document templates from the TxIRP implementation for the project documents listed in **Section 5 Deliverables**.

Explore will invoice TxDMV upon the following milestones:

Billing Milestone Deliverables	Amount
(Items 1, 2, 4, 6, 8, 9 and 13) upon submission within 14 days of contract (10%)	\$91,577.50
(Items 3, 5, 7 and 10) upon submission within 30 days of contract (10%)	\$91,577.50
Phase 1 – Look up utility (10%)	\$91,577.50
Phase 2 - Emissions test Data Collection (10%)	\$91,577.50
Phase 3 – Determine Eligibility and Fees and Calculate (10%)	\$91,577.50
Phase 4 – Required Docs and VIN utility (10%)	\$91,577.50
Phase 5 – Inspection Verification and Suspend/Reinstate/Cancel Vehicle (10%)	\$91,577.50
Kick off of UAT (items 15, 16, 17, 18) (10%)	\$91,577.50
Code move to Production Environment (items 19, 20) (10%)	\$91,577.50
30-day Holdback for Warranty (10%)	\$91,577.50
Total	\$915,775.00

*Items 11, 12, 13, 14 will be delivered during the 5 Project Phases.