



STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-2229038

REQ. AGENCY : 019000
DEPARTMENT OF REVENUE
AGENCY REQ. NO. :
T-NUMBER : TA467
DATE ISSUED : 05/27/11
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1462983
BUYER NAME : JAERI ELLIS

FOR: AMCITS MAINT & HOSTING SERVICES
DEPT OF REVENUE

BUYER PHONE NO. : (334) 242-7259-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 06/23/11 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 06/24/11 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

SPECIAL TERMS & CONDITIONS

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

AWARDS:

PRIOR TO MAKING AN AWARD, THE STATE RESERVES THE RIGHT TO BENCHMARK ANY SYSTEM BID AGAINST THE SPECIFICATIONS GIVEN IN THE SOLICITATION. THE VENDOR HAS FIVE (5) DAYS FROM THE DATE OF THE STATE'S REQUEST TO PROVIDE A COMPLETE DEMONSTRATION OF THE SYSTEM OFFERED AT A SITE ACCEPTABLE TO THE STATE. ANY REQUIRED DEMONSTRATION IS TO BE AT NO COST TO THE STATE.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES.
DO NOT SHOW FREIGHT AS A SEPERATE COST.

PERFORMANCE BOND:

THE VENDOR WILL FURNISH WITHIN TEN STATE BUSINESS DAYS AFTER RECEIPT OF NOTICE OF AWARD, A PERFORMANCE BOND IN THE AMOUNT SPECIFIED BELOW. IT SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANK OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA. IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY THE DIVISION OF PURCHASING NO LATER THAN 24 HOURS PRIOR TO THE BID OPENING. THE DIRECTOR OF PURCHASING SHALL BE THE CUSTODIAN OF THE PERFORMANCE BOND. THE BOND MUST REFERENCE THE

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

BID AND BE PAYABLE TO THE STATE OF ALABAMA. THE PERFORMANCE BOND WILL BE RETURNED IN A REASONABLE TIME AFTER THE DIVISION OF PURCHASING HAS RECEIVED VERIFICATION THAT THE CONTRACT HAS BEEN SATISFACTORILY COMPLETED.

PERFORMANCE BOND AMOUNT: AMOUNT OF BID FOR 1 YEAR

CONTRACT PERIOD:
ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:
CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:
ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

PRICE SHEET

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INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:
SHIP TO: R1 /
STATEWIDE

00001 COMMODITY CODE: 920-07-076115
ALABAMA MOTOR CARRIER INFORMATION
TECHNOLOGY SYSTEMS MAINTENANCE
AND HOSTING SERVICE (AMCITS)

1 YR

PER THE PROVIDED SPECIFICATIONS

** PLACE THE TOTAL **
FROM SPECIFICATION PAGE 10
PRICE CHART IN THE UNIT PRICE
COLUMN AT THE RIGHT.

PAGE TOTAL

BID TOTAL

**STATE
DEPARTMENT OF REVENUE**

INVITATION TO BID

FOR

**Alabama Motor Carrier Information
Technology Systems Maintenance, Hosting
and Enhancement Services**

STATE
INVITATION TO BID
FOR

Alabama Motor Carrier Information Technology Systems Maintenance, Hosting and
Enhancement Services

SECTION I

- I.1. PURPOSE OF THIS DOCUMENT AND ISSUING AGENCY: This document entitled “Alabama Motor Carrier Information Technology Systems (AMCITS) Maintenance, Hosting and Enhancement Services” (AMCITS) is issued by State Purchasing on behalf of the Alabama Department of Revenue hereinafter referred to as ADOR. The overall purpose of this Invitation to Bid (ITB) is to provide information to Bidders interested in preparing and submitting bids to meet the ADOR’s Motor Vehicle Division’s requirements for AMCITS as defined in Exhibit A – AMCITS Statement of Work.

The contract to one vendor, if awarded, will be for a period of one (1) year with the option of renewing for four (4) additional one-year periods based on the same terms, pricing and conditions with the exception that the Department may renew the contract for one or more of the services as specified in Section II.2. without renewing all services. Either party must notify, in writing, the other of the intent not to renew at least 180 days prior to the annual renewal.

- I.2. RESPONSE PREPARATION AND BID FORMAT:

Each bid will address, with a written response of compliance, each requirement in all sections, including exhibits, relevant to the services provided. Vendors are required to provide a time phased schedule showing the major milestones involved in implementing this project. The milestone accomplishment target dates must be expressed in terms of “D” plus “X” where “D” represents the contract award date and “X” represents the number of days (not to exceed 60 days) subsequent to contract award that the milestone will be accomplished.

Failure to respond to a specific requirement may be the basis for a Vendor being eliminated from consideration. A restatement of the requirement and an affirmation of the bidder’s compliance will be considered a failure to respond. The bid must contain a comprehensive description of how the Bidder plans to meet the requirements of the ITB.

Each bid must provide pricing as outlined in SECTION II – BID FORMAT AND PRICING.

- I.3. BID SUBMISSIONS: Each Bidder should submit one (1) original and three (3) copies of their bid.
- I.4. INCURRING COSTS: The State is not liable for any cost or damages incurred by a Bidder in responding to this ITB.
- I.5. ORAL PRESENTATIONS/DEMONSTRATIONS:
- A. Bidders may be required by the State to make oral presentations to supplement their bid.
 - B. Bidders may be required by the State to provide a demonstration showing that the services offered meet the specifications as described herein.
- I.6. PRIME CONTRACTOR(S) RESPONSIBILITIES: The State will consider the selected Vendor to be the only point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. The Vendor shall not subcontract any portion of the services to be performed without prior approval of the ADOR.
- I.7. MOTOR VEHICLE OPERATIONS MANAGER: The Motor Vehicle Operations Manager, to be appointed by the Motor Vehicle Division Director, will serve as ADOR's liaison with the Vendor during the period of the contract. The responsibilities of the Motor Vehicle Operations Manager include, but are not limited to: coordinating the technical aspects of this contract, inspecting items/services furnished hereunder, determining the adequacy of performance by the Vendor in accordance with the terms and conditions of this contract, acting as the Motor Vehicle Division Director's representative, ensuring compliance with contract requirements insofar as the work is concerned, advising the Motor Vehicle Division Director of any factors which may cause delays in performance of the work, and conducting such reviews as required.
- I.8. CONFIDENTIALITY AND USE OF DATA: Data provided to the Vendor by the State must be used only for the performance of the contract resulting from this ITB. Any other uses of such data are strictly forbidden. The minimum-security criteria are defined in "Exhibit B - Security Standards for Vendors".
- I.9. PERFORMANCE BOND: Upon award, the Contractor must provide the State, within ten working days of notification of award, a performance bond, approved by the State, in the amount of the bid total as a guarantee of the satisfactory performance of the services. The performance bond must be in force for the entire life of the contract. The successful implementation and administration of AMCITS is of primary importance to the State and will be a significant benchmark for assessing Vendor's performance. In the event the Vendor fails to deliver or perform to the satisfaction of the State, the contracting authorities for the State reserve the right to proceed against the performance bond and to cancel any associated agreements without any resulting liability, present or future, to the State.

- I.10. **DELIVERY OF SERVICES:** The Vendor will be expected to begin production according to the schedule submitted in accordance with SECTION I.2. RESPONSE PREPARATION AND BID FORMAT. The Vendor must employ sufficient and suitable personnel, secure and maintain insurance, maintain records, submit reports and observe all requirements as outlined in this ITB.

In the event the Vendor encounters difficulty in meeting performance requirements outlined in this ITB, or when difficulty in complying with the contract delivery schedule or completion date is anticipated, or whenever the Vendor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Vendor must immediately notify the Motor Vehicle Operations Manager by telephone and follow-up in writing within forty-eight hours, giving pertinent details. However, this data shall be informational only and this provision shall not be construed as a waiver by the State of any delivery schedule or date, or any rights or remedies provided under this contract.

If the Vendor fails to promptly perform the services or to take the necessary action to ensure future performance in conformity with contract requirements, the State will: (1) terminate the contract for default and (2) proceed against the Performance Bond.

Prior to Implementation

1. At least three weeks prior to implementation, the Vendor must demonstrate that all backup systems are fully functional, tested, and approved by ADOR.
2. The Vendor must demonstrate the system interfaces are working properly, as tested by ADOR.
3. The Vendor must provide a documented plan for disaster recovery.

- I.11. **CHANGES ONLY BY THE MOTOR VEHICLE OPERATIONS MANAGER:**

No order, statement or conduct of government personnel who visit the Vendor's facilities, or in any other manner communicate with Vendor personnel during the performance of this contract, shall constitute a change under this contract. The Motor Vehicle Operations Manager is the only person authorized to approve changes in any process or procedure and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the Motor Vehicle Operations Manager. In the event the Vendor affects any change(s) at the direction of any person other than the Motor Vehicle Operations Manager, that change shall be considered to have been made without authority.

Any proposed changes to processes, procedures, service and/or work schedules must be submitted in writing to the Motor Vehicle Operations Manager for approval prior to implementation. The Vendor will be given written notice of procedural changes and the

implementation date required by ADOR. The Vendor must possess the capacity to respond to changing requirements and limited implementation time frames.

Any dispute shall be decided by the Motor Vehicle Division Director, who shall produce the decision in writing and mail or otherwise furnish a copy thereof to the Vendor.

- I.12. BIDDER QUALIFICATIONS: This ITB will provide essential information to prospective Bidders submitting bids for the services described herein. The Bidder must be able to perform all functions required, as outlined in Exhibit A, in the most accurate, efficient, and expeditious manner possible. To be considered for selection, Bidders must meet certain criteria and demonstrate their capability and experience in several key areas:

Bidder must be individuals, partnerships or corporations regularly engaged in the business covered by the specifications described and possessed of satisfactory financial, technical, and organizational resources to ensure satisfactory completion of the contract.

Bidder shall be individuals, partnerships or corporations who **MUST** have prior demonstrated experience in successfully designing, maintaining, developing, administering, or integration of IRP, IFTA software for at least three (3) jurisdictions within the past two (2) years.

Bidder shall be individuals, partnerships, or corporations who **MUST** have demonstrated experience in java, DB2, .NET in order to maintain the existing systems.

Bidder shall be individuals, partnerships, or corporations who **MUST** have developed and maintained an IRP fee calculation module with a detailed hand calculation routine to assist in the Annual IRP Fee Test.

- I.13. REFERENCES: The Bidder must provide the identification of three (3) jurisdictions for whom similar services have been performed within the last twenty-four (24) months. The Bidder must provide a brief description of the systems, and must list key points of contact and telephone numbers. Any non-response from a reference or negative responses may be grounds to disqualify the bidder.

- I.14. DISASTER PREPAREDNESS: The response must include a description of the bidder's contingency operating plan that adequately addresses continuation of the services priced in the event of a disaster, natural or otherwise. A vendor must include their disaster recovery plan detailing frequency of back up, off-site storage, etc. A vendor must include a description of back up facilities that would be available to continue with the contracted processes if its main facility were not able to function. The backup facility must not be located within a twenty mile radius of the main facility. A bidder must include communication failure backup.

- I.15. CHANGES AFFECTING THE PROGRAM: Changes to State statutes, International Registration Plan (IRP) Agreement, International Fuel Tax (IFTA) Agreement, Performance Registration Information System Management (PRISM), Commercial Vehicle Information Exchange Window (CVIEW) requirements may impact ADOR processing systems. The Vendor must possess the capacity to respond to changing requirements and limited implementation time frames. Additionally, working together with ADOR, the Vendor will develop new and innovative approaches for continuous improvements in providing services to ADOR.
- I.16. OBSERVANCE OF LAWS: It is the policy of the State not to discriminate against any employee because of race, color, religion, age, sex, national origin, or disability. In connection with the performance of work under this contract, the Vendor agrees not to discriminate on the basis of race, color, religion, age, sex, national origin or disability. The Vendor must comply with all applicable laws of the United States and the State.
- I.17. EVALUATION COMMITTEE: ADOR will appoint a Bidder Evaluation Committee. Committee members will be ADOR employees. The Committee will evaluate each bid properly submitted and may require oral presentations and on-site visits as circumstances dictate. The State may use any information obtained from other sources in the evaluation process.
- I.18. BID EVALUATION CRITERIA:
- The criteria to be used in evaluating bids are:
- A. Compliance with all sections of this ITB.
 - B. The pricing of services as defined in SECTION II – BID FORMAT AND PRICING of this ITB.
- I.19. NEWS RELEASES: No news release, press conferences or advertisement pertaining to this solicitation, or to awards made as a result of this solicitation, will be made without prior written approval of the ADOR Commissioner's Office.
- I.20. INQUIRIES: Any questions that arise concerning technical data in the ITB should be submitted, in writing, to:

Ms. Tyies Fleeting
Alabama Department of Revenue, Motor Vehicle Division
1216 Gordon Persons Building
50 Ripley Street
Montgomery, AL 36130
(334) 242-9880 Fax # (334) 353-7846
E-mail address: tyies.fleeting@revenue.alabama.gov

Questions must be received by Tyies Fleeting in writing, no later than June 9, 2011 by 4:00 p.m. CST. Tyies Fleeting will be the sole contact for ADOR. The Department will not be responsible for any information obtained from other sources. ADOR will provide responses to all questions in an addendum that will be distributed to all bidders.

I.21. AUDIT:

A. Audit Requirements

ADOR is authorized to make both announced and unannounced audits. They will have access to all documents, records, personnel, and facilities. In addition, the State Auditor's Office and the Examiners of Public Accounts may perform audits. State Auditor personnel are prohibited access to documents, as provided for in Section 40-2A-10, Code of Alabama 1975, but are permitted access to bank statements, checks, and deposit listings. ADOR must be notified of any suspected or actual unauthorized access, loss, alteration, or destruction of records and/or data related to this contract. In such an event, verbal notification will be made immediately upon discovery and written notification will follow within forty-eight hours. In the event it is a weekend or holiday, notification will be made on the first day ADOR resumes business.

Periodically, ADOR will inspect the Vendor's area for physical security considerations. These security reviews will be conducted by ADOR. The successful Vendor must agree to implement all reasonable improvements or modifications indicated by the physical security review conducted by ADOR.

B. Monitoring and Evaluation

The State shall have the right to withhold payment to the Vendor for failure by the Vendor to carry out any of its contractual obligations. This includes the result of unsatisfactory audit findings, physical security reviews or other negative monitoring results. Such a right to withhold shall continue until the Vendor remedies such failure to perform, provided that written notice of such failure has been communicated to the principal office of the Vendor by certified mail. The Vendor will take immediate corrective action to resolve any negative findings by ADOR.

The Vendor must maintain records of all processing activity it undertakes as part of the contract. Such records shall be maintained for audit by ADOR or the State Auditors. The Vendor must maintain processing, billing and other records required for audit purposes for this contract. Vendor shall not reproduce data in any form without specific written approval from the State.

The Vendor must maintain a log and filing system which will ensure the retrieval of information for the life of the contract and until audited by the Examiners of Public Accounts and released by the State. All unaudited

records shall be transferred to the State at the expiration of the contract period.

The Vendor must warrant that these materials are kept in a separate secured area where access is restricted to authorized personnel. ADOR documents and records must be physically protected from inter-filing with other Vendor or Vendor client records.

- I.22. INSURANCE: The Vendor must carry and maintain, during the entire period of performance under this contract, the following:

Workers' Compensation and Employee's Liability Insurance: minimum \$100,000 per incident,

Automobile (Vehicle) General Liability Insurance: minimum \$200,000 per person; \$1 million per accident; property damages \$50,000,

Comprehensive General Liability: minimum of \$1 million bodily injury per occurrence,

Bonding of Vendor employees (permanent, temporary or contracted): minimum of \$100,000 per incident.

- I.23. CANCELATION: Any contract resulting from this bid may be canceled by either party by giving one hundred-eighty (180) days written notification. Any transactions dated prior to the date of cancellation will be allowed to be completed and will be paid as specified under the terms of the contract.

At the end of the resulting contract, the Vendor shall work with any future Vendor selected by the State to perform official functions on their behalf. The successful Vendor's responsibilities must include, but not limited to, migration of data from the Vendor's system to the future Vendor's system and knowledge transfer of the Vendor's solution, complete source code, tools, processes, software design, hardware, and business rules.

After the end of the contract, the Vendor will continue to provide services for the State with no additional enhancements and work on a month to month cost basis, prorated at the annual rate, until ADOR completes the migration.

I.24. ATTACHMENT DESCRIPTION

Exhibit A – AMCITS Statement of Work
Exhibit B – Security Standards for Vendors

SECTION II

BID FORMAT AND PRICING

- II.1. **PREPARATION OF BID:** It is crucial that Bidders prepare comprehensive and accurate bids. Any bid, which merely states that the Bidder will meet the ITB's requirements, will be disqualified in the evaluation process. The bid must contain a comprehensive description of how the Bidder plans to meet the requirements of the ITB as described in I.2.
- II.2. **PRICING BID:** Each response must provide pricing that is all inclusive of all costs associated with the Maintenance, Hosting and Enhancement of hardware, software, services, and supplies necessary for (a) installation and implementation, (b) to meet the business requirements as outlined in Exhibit A – AMCITS Statement of Work. Each response must provide pricing that is all inclusive of all costs associated with the following services:
- (1) Hosting - System will reside at the ADOR's chosen location and the Vendor must provide all necessary network support, application support, redundancy, and security as specified in Exhibit A.
 - (2) Maintenance – The Vendor must provide all maintenance to include software, and hardware as dictated by industry standards. The Vendor must provide all updates to tables and software to maintain compliance with IRP and IFTA requirements. The Vendor must provide all software version updates as they become available. The Vendor must provide updates to tables and software to maintain compliance with Federal CVISN, CVIEW, and PRISM requirements.
 - (3) Enhancements – 1,000 hours, per year, of programming time dedicated toward improvements/upgrades to the system, as identified by ADOR.
 - (4) Additional Enhancements – Any improvements/upgrades to the Alabama Motor Carrier system that exceed 1,000 hours will be permitted, as an addendum to this contract, only when written approval is given by the Motor Vehicle Division Director and will be billed at the Enhancement per hour rate.

Services	AMCITS	PRICE
1	Hosting – per year	
2	Maintenance – per year	
3	Enhancements – per year	
4	Additional Enhancements – per hour	
	Total of All Services	

The low bidder will be determined by the sum total of all services as provided in the pricing chart.

Payment for maintenance, hosting and enhancements will be rendered monthly in

the arrears and will be paid equally over a twelve month period.

Payment for additional enhancements will be rendered monthly in the arrears and will be paid as used.

Exhibit A
AMCITS Statement of Work

Exhibit A -1. Functional Overview

The Alabama Department of Revenue (ADOR) is interested in application software maintenance, hosting and enhancement services for the support of Alabama's Motor Carrier System, which includes International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Performance Registration Information System Management (PRISM), Commercial Vehicle Information Exchange Window (CVIEW), document management system, accounts receivable/assessment system and integration with existing Motor Vehicle Division systems. In addition to the applications listed above, ADOR may also require development and support of additional applications to be included within the AMC system suite. Pricing for development of additional applications shall be at the same rate provided for additional enhancements.

Exhibit A – 2 Technical Overview

1. IRP/IFTA Alabama Motor Carrier Systems (AMC) system architecture that follows a layered approach. The layered approach consists of a security layer to prevent unauthorized access, user interface layer application, business logic layer, and database access layer.
 - a. User Interface – written with java with 64 bit servers and Microsoft Windows server 2008/DB2 version 9.5 to facilitate a web enabled browser based presentation.
 - b. CVIEW – written with .net; SQL Server 2005.
 - c. Fully implemented WEB interface for external users.
 - d. Application and Business logic layer – written in Visual Age Cobol and interface to the User Interface Layer through the use of Driver Programs and to the Database Layer through dataset access routines.
 - e. Database access layer – facilitates the interface to the database and to the Application and Business Logic Layer modules.
 - f. Software needed to support the document management system: IBM WebSphere, Kofax-Ascent Capture, Hummingbird -DOCSfusion, and SQL Server 2000.
2. Enterprise Level Processing that provides the following functional requirements:
 - a. Internal User has the ability to set up common Client account with username and password so that the user can sign-on to the system.
 - b. User must be able to retrieve their password.
 - c. Internal User must have the ability to create and edit common client records; the client record must contain fields required by Alabama business rules.
 - d. Administrative User Tracking Feature that allows the user to change user passwords, make queries into the activity of a specific user, follow the history of transactions through the system, maintain the user identification database, assign inventory for tags, licenses, Temporary Decal Permit (Temp), Temporary Evidence of Apportioned Registration (TEAR) etc. as

required, send notes to other users or all users and send notes to a particular account.

- e. Internal User must have the ability to establish customer escrow/credit, set indicators for bankruptcy and payment by cash only.
- f. Create coversheets in order for documents to be scanned.

3. IFTA Level Processing that provides the following Functional Requirements:

- a. Creation of a New Carrier Profile Account/Fleet by internal user.
- b. Creation of a New Carrier Fleet by an internal user.
- c. Transmit IFTA information to the IFTA Clearinghouse.
- d. Renewal of a Carrier Account/Fleet by a user.
- e. Issuing additional decals for a carrier.
- f. Tracking of outstanding liabilities – Accounts receivable function.
- g. Issuance and tracking of carrier Delinquency Notices.
- h. Duplicate License generation.
- i. Refund Processing.
- j. Account/Fleet Maintenance feature that maintains the taxpayer profile and account status including Active/Open, Revoked and Cancel.
- k. Capability of printing various credentials and documents such as IFTA Invoice, License, Shipping Document, Temporary Authorities, Renewal Notice and IFTA decals.
- l. IFTA system must interface with payment processing service selected by ADOR.
- m. Wizard Plus is a feature that requires external users to answer question needed to complete IFTA Tax Return.

4. IRP Level Processing that provides the following Functional Requirements:

- a. New Account Processing with the requirement that no additional supplement transactions will be allowed until payment is received.
- b. Current year plus six (6) years of historical data on-line and four (4) additional years of historical archived.
- c. Verify that all the required documents such as proof of Sales or Use Tax, Title, Property Taxes, Federal Heavy Vehicle Use Tax, and any other documents such as Power of Attorney, Affidavit, Lease Agreement and previous registration that may be required depending on each individual situation are collected.
- d. Verify carrier USDOT and taxpayer identification number (TIN) against the carrier USDOT number and TIN in the Alabama CVIEW.
- e. Automatic retrieval of the county and the city when the user enters the zip code with the ability to override the address information as required.
- f. Alabama county and city codes for the registrant's physical address in order to distribute registration fees.
- g. Ensure that previous year supplements have been paid before a renewal supplement can be started. However, the system will allow processing of renewals if credentials were not issued on the previous year supplements. The system will not allow vehicle to be added during renewal.

- h. Capability to retrieve the IFTA Miles to populate the mileage into the IRP system and renewal application.
- i. Verify that the declared weight for each jurisdiction is within 10% or less tolerance of the base jurisdiction's weight with the ability for the user to override, when necessary.
- j. Credentials are not generated when documents that are required for registration have not been received.
- k. Track all required documents.
- l. Credentials will not be issued for vehicles on previous year supplements when the vehicles are already renewed.
- m. Issue a TEAR, if requested after payment is collected by ADOR.
- n. Check the Client, Account and Fleet statuses, and the IFTA status before supplements are allowed.
- o. Allow the following Supplement transactions:
 - 1. Add Jurisdiction.
 - 2. Update Weight.
 - 3. Add Vehicle.
 - 4. Calculate the non-apportioned registration credit.
 - 5. Add Vehicle with Transfer.
 - 6. Amend Vehicle.
 - 7. Cab Card Correction.
 - 8. Delete Vehicle.
 - 9. Transfer Vehicle from Fleet to Fleet.
 - 10. Replace Plate.
 - 11. Replace Cabcard.
 - 12. Cancel Vehicle.
 - 13. Vehicle Maintenance.
 - 14. Error Correction.
 - 15. Reinstatement.
- p. Calculate the IRP fees for each vehicle within a supplement and each jurisdiction and generate a billing invoice that reflects this information.
- q. Accept various types of payment methods and track the payment information.
- r. Generate TEAR, assign IRP tags, and generate cab cards when payment has been received and all required documents have been collected.
- s. Interface with the CVIEW system that verifies the safety status of motor carriers prior to issuing or renewing IRP license plates.
- t. Upload vehicle registration data to the existing state registration system using webservice.
- u. Provide an internal user access to variety administration functions such as maintain exchange rate, interest rate, administrative fees, reports and etc...
- v. Print various documents such as Invoice, CabCard, TEAR, Renewal Notice, Refund Letter, Transmittal Report and Shipping Document.
- w. Supplement Continuance feature that allows the user to save the data prior to the completion of a transaction and complete the transaction at a later time
- x. Provide the internal user the capability to cancel payment.
- y. Interface with IRP Clearinghouse to upload recaps and fee transmittals.

- z. Interface with the state title system that uploads vehicle information into the vehicle screen when adding a vehicle.
 - aa. Interface with payment processing service selected by ADOR.
5. IRP/IFTA Audit Processing that provides the following Functional Requirements:
- a. Audit Selection process to assist in the selection of accounts to audit based on multiple criteria.
 - b. Generate the audit selection report, engagement letter (schedule audit with carrier), and audit reports (fleet mileage/fee audit, vehicle audit reports).
 - c. Provide capability to initiate audit by entering fleet information (fleet audit entry), record audit findings (audit mileage), initiate audit billing (IRP fee computation for each paid and remitted supplement transaction).
 - d. Update current year mileage information, including miles and percentages.
 - e. Provide capability to initiate to compute IRP fees for all paid and remitted supplement transactions.
 - f. Verify if there are unpaid supplement transactions for the current year.
 - g. Unpaid supplement transactions will be re-opened automatically and a report generated. Based on the report, the IRP section will:
 - 1. Initiate billing process to re-compute IRP fees.
 - 2. Generate new billing invoice.
 - h. Generate individual invoice number and invoice record for each quarter of audit.
 - i. Internal User must have the ability to input date on audit initialization screen.
 - j. Calculate the audit interest on each quarter beginning on the original return filing date.
 - k. Track any unpaid quarter after the appeal period and automate transferred to the Account Receivable module.
 - l. Internal User must have the ability to choose option of payment such as pay in full or pay by quarter.
 - m. Internal User must have the ability to uncheck the button in the Audit Continue/Payment Screen if he / she does not want to pay by quarter.
 - n. Internal User must have the ability to pay off select quarters in the Client Account.
 - o. Internal user must have the capability to transfer audit quarter to the Accounts receivable module.
 - p. Distribute funds when the audit is paid.
 - q. Interface with the IRP and IFTA Clearinghouses to upload audit transmittals.
6. IFTA Quarterly Tax Return Processing that provides the following Functional Requirements:
- a. Allow internal and web users to create Original and Amended Tax Returns.
 - b. Validate that the tax rates are loaded from the IFTA website for the given year and quarter.
 - c. Allow input of the tax return information.
 - d. Calculation of tax return amounts to include tax due, interest due and penalty.
 - e. Ability to determine if return is filed late.
 - f. Ability to waive late-filing penalty.

- g. Ability to waive or stop interest calculation on a jurisdiction level for emergency situations – supervisor access.
 - h. Provide a save feature on the data entry screen to save entered data and continue at a later time.
 - i. Generate and print a non-filer and non-Payer notices.
 - j. Ability to flag a year, quarter and fuel type that are part of a bankruptcy or appeal with ability to override the suspension with appropriate user access.
 - k. Error correction feature for internal users to correct processing errors.
 - l. Provide internal user access to variety administration functions such as maintenance of tax rates, state tax distribution and distribution of transmittals to IFTA clearinghouse.
 - m. Capability of printing various documents such as Invoice, Permit, License, Shipping document, decals, renewal notice, blank quarterly tax return and tax return.
 - n. Provide the internal user the capability to cancel payment.
 - o. Generate reports such as Distribution, Carrier, Transmittal, Non-Payer Report, Audit, suspense non-filer, Exception Report that shows any IFTA taxes amount bill or refund that is less \$10.
 - p. Interface with payment processing service selected by ADOR.
 - q. Interface with IFTA Clearinghouse to upload licensee and transmittal data.
 - r. Provide Reporting Service the ability to Upload multiple Tax Returns from the Reporting service system.
7. Document management system that provides the following functional requirements:
- a. Scan module-create batches, scan and import documents, and edit the contents of batches.
 - b. Recognition Server-recognize the coversheets, and separates all the pages into different batches, identify form types, performs image cleanup, and extracts data from images.
 - 1. Image using Optical Character Recognition or bar code.
 - c. Validation module-Verify data from the coversheet.
 - d. Release Module-Images are copied to permanent storage, and field data such account, fleet, supplement, document type, date, etc. are written to a database or back-end document management system.
 - e. Maintain document database.
 - f. Query imaged documents.
 - g. Batch Manager Module-Access to administrator to create, delete, or process batches.
8. The IRP system must include the following PRISM Requirements:
- a. Identify, collect and maintain the USDOT Number and Taxpayer Identification Number (TIN) for the Motor Carrier_responsible for the safe operation of each vehicle being registered.
 - b. Print and barcode the motor carrier information on the cab card if the motor carrier responsible for the safety of the vehicle is not expected to change during the registration year.

- c. Validate the USDOT Number before adding any USDOT Number to the IRP registration files.
 - d. Incorporate PRISM requirements in temporary authority processes.
 - e. Check carrier safety status before issuing credentials and deny the registration if the motor carrier is prohibited from interstate operations.
 - f. Maintain/update the USDOT Number and TIN for the Motor Carrier responsible for the safe operation of each vehicle being registered and require an update to the MCS-150 information at the vehicle level if not updated within the past year, prior to issuing registration credentials.
 - g. Update the PRISM Target File nightly with registration information for vehicles assigned to motor carriers in Motor Carrier Safety Improvement Process (MCSIP).
 - h. Provide the ability to query registration files by USDOT Numbers of the motor carrier responsible for safety in order to obtain registration records details.
9. CVIEW that includes the following Functionality:
- a. User Management
 - i. Active Directory based authentication (LDAP)
 - ii. Create/Remove CVIEW Users
 - iii. Assign Roles to CVIEW users
 - iv. Must have Roles based authorization
 - b. Current Internal Interfaces
 - i. CVIEW interfaces with IRP for safety checking. This check is performed during supplement creation, before billing, credentials assignment and document collection.
 - ii. MCS-150 update date checking to ensure compliance.
 - iii. USDOT, TIN combination checking for verification.
 - iv. Daily safety report checks for any vehicle active in IRP, but out of service in CVIEW.
 - c. Support daily upload and download of CVIEW transactions To and From the FMCSA SAFER website.
 - i. Download of all the CVIEW transactions
 - 1. T0025, T0026, T0027,T0028V3,T0029V2,T0031V3,T0032
 - ii. Upload of all the CVIEW transactions
 - 1. T0019, T0020, T0021,T0022V3
 - iii. Support all these transactions for both Daily and Baseline activity.
 - 1. Certified by FMCSA to perform these uploads and downloads from FMCSA website
 - iv. Identify error conditions for the Uploaded transactions and submit an e-mail notification to the administrator.
 - d. Current External Interfaces
 - i. SAFER-Safety and Fitness Electronic Records System
 - ii. UCR-Unified Carrier Registration
 - iii. IFTA Clearinghouse-International Fuel Tax Agreement Clearinghouse
 - iv. Over-dimension or Overweight Permit
 - v. PSC-Public Service Commission

- vi. PRISM-Performance and Registration Information Systems Management
 - vii. Interfaces to the Law Enforcement Tactical System (LETS) using web services
 - e. Multiple Inquiry capability
 - i. CVIEW Inquiry
 - ii. TARGET vehicle inquiry
 - iii. PERMITS Inquiry
 - iv. UCR Inquiry
 - v. IFTA Revoke Inquiry
 - vi. PSC Inquiry
 - vii. SAFER Web service Inquiry
 - f. (Transaction based Inquiry e.g. T0031.T0025 etc.)
 - i. PRISM T0041 and T0042 Inquiry
 - ii. Browser based inquiry access for Law Enforcement
 - iii. Reports
 - iv. Batch Job execution history report
 - g. Management of the CVIEW database
 - i. Backup of the database.
 - ii. Maintenance of the database
 - iii. Truncating the log file
 - iv. Rebuilding indexes as and when required
 - v. Performance monitoring.
 - vi. Help Desk support.
 - vii. Support University of Alabama Center for Advanced Public Safety, in case of any LETS interface errors.
 - viii. Attending Commercial Vehicle Information Systems and Networks (CVISN) conference calls and meetings
 - ix. Weekly Status Reporting
10. Accounts Receivable module that includes the following system requirements:
- a. Interface to Collection Services Division, which transfers assessment records electronically.
 - b. Generate and print Preliminary Assessment Notice.
 - c. Generate and print Final Assessment Notice.
 - d. Generate and print Lien Notice.
 - e. Lien release process and notices.
 - f. Payment Process.
 - 1. Post payment process for IFTA tax returns to release quarter which is paid.
 - 2. Cancel payment process.
 - 3. Bad check notice and payment process.
 - g. Batch process for transfer to next stage and generate corresponding notices.
 - h. Batch process for unpaid IFTA tax returns, which will transfer these returns in accounts receivable and lock that quarter in TAX module.
 - i. Interest continues to accumulate on any unpaid tax liability until it is paid in full.

Exhibit A – 3 Hardware Configuration and Hosting

The vendor must provide all the hardware and communications equipment required to host the system and achieve the operational requirements and will include the following features:

- Secure dedicated communication line
- Redundant Uninterruptible Power Supplies
- Backup power generator
- Redundant HVAC units
- Redundant telecommunications connections
- Dedicated fire suppression system
- Secured facility

Additional Services

The Vendor must provide the following services for the ADOR server configuration on a 24 hours per day, 7 days a week (24x7) basis except for scheduled or emergency maintenance. Required managed services must include the following:

- System monitoring
- Backups
- Restores
- Secure Off-Site backup storage
- Network performance monitoring and reporting
- Staffing and skill sets available to handle all operational problems

Disaster Recovery

Disaster recovery is a prime design criterion for the physical architecture schema supporting the system. For the AMCITS, a strong system infrastructure consisting of the following must be in place:

- Server redundancy
- Data communications redundancy
- Software & hardware maintenance procedures
- Data backup, archiving and integrity protection
- Disaster Recovery procedures

- Disaster Recovery testing procedures and schedule

Exhibit A – 4 System Maintenance Methodology Change Requests / Change Control Board

At the beginning of the development project, the Vendor and ADOR will appoint a Change Control Board (CCB) to manage changes. Change Requests (CRs) may be generated for application changes, reported discrepancies, and errors found during test and system enhancements. Similarly, all system enhancements requested internally, or by ADOR, are recorded as CRs.

In addition, Vendor must:

- a. Test change orders and receive approval from Department before implementation.
- b. Enhancements to the design must be made to meet changing business requirements. Estimate cost and timeline for completion of work upon request.
- c. The contractor must make Department-approved enhancements to the application as technology develops.
- d. The contractor must provide a web-based issue tracking database to submit change orders and issues.

Exhibit A – 5 System Support

The system support plan must include knowledgeable support by Vendor support staff to handle any queries posed by the ADOR.

In order to maintain the mutually agreed upon service levels for this project, the Vendor must provide ADOR a list of personnel to be assigned to the project and their role and qualifications to support ADOR systems:

- Project Manager is responsible for the overall management of the daily operations, producing the necessary status reports, accounting and financial reports, informational analysis, and management reporting. This position would also be responsible for managing the change control and issues management processes.
- Technical Support is responsible for systems monitoring, backup procedures, and ensuring physical and logical security of the facility and systems.
- Help Desk is responsible for handling inquiries made by the ADOR.
- Operational Hours will correspond to ADOR's hours of operation, which is normally 8:00 a.m. to 5:00 p.m. central time Monday through Friday.