

**AMENDMENT #2  
FOR  
RFP NUMBER 0A1039**

**DATE AMENDMENT ISSUED: February 2, 2009**

The State of Ohio, through the Ohio Department of Administrative Services, for the Ohio Department of Public Safety, Bureau of Motor Vehicles is requesting proposals for:

**OHIO PUBLIC LICENSING ACCESS  
THROUGH ELECTRONIC SERVICES (OPLATES)**

**FOR INTERNET & VOICE RESPONSE SYSTEM VEHICLE REGISTRATION  
RENEWALS AND ORDERING OF SPECIAL PLATES**

<b>INQUIRY PERIOD BEGINS:</b>	<b>December 22, 2008</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>January 30, 2009</b>
<b>OPENING DATE:</b>	<b>February 6, 2009</b>
<b>OPENING TIME:</b>	<b>1:00 P.M.</b>
<b>OPENING LOCATION:</b>	<b>DEPARTMENT OF ADMINISTRATIVE SERVICES GENERAL SERVICES DIVISION I.T. PROCUREMENT SERVICES ATTN: BID DESK 4200 SURFACE ROAD COLUMBUS, OH 43228-1313</b>

<b>PRE-PROPOSAL CONFERENCE DATE:</b>	<b>January 21, 2009 ODPS Headquarters, the Shipley Building, Room 134, Motorcycle Training Room, 1970 West Broad Street, Columbus, Ohio 43223</b>
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This RFP consists of five parts and ten (10) attachments, totaling 133 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

These pages represent the amendment for the Request for Proposal (RFP) listed above. Please use these pages to replace the pages previously issued by the state.

Specifications and requirements that have been revised are indicated with asterisks and/or bold type.

## PART TWO: STRUCTURE OF THIS RFP

**Organization.** This RFP is organized into five parts and has ten (10) attachments. The parts and attachments are listed below. There also may be one or more supplements to this RFP listed below.

### Parts:

- Part 1 Executive Summary
- Part 2 Structure of this RFP
- Part 3 General Instructions
- Part 4 Evaluation of Proposals
- Part 5 Award of the Contract

### ATTACHMENTS:

- Attachment One Evaluation Criteria
- Attachment Two Work Requirements and Special Provisions
- Attachment Three Requirements for Proposals
- Attachment Four General Terms and Conditions
- Attachment Five Sample Contract
- Attachment Six Offeror Certification Form
- Attachment Seven Offeror Profile Summary
- Attachment Eight Personnel Profile Summary
- Attachment Nine Cost Summary
- Attachment Ten OPLATES Requirements Checklist

### Supplements:

- Supplement One W-9 Form
- Supplement Two Sample Mail Registration Renewal Form
- Supplement Three Special Plate Format Guidelines
- Supplement Four Data File Format for FTP
- Supplement Five Interactive Voice Response Scripts
- Supplement Six OPLATES Internet Web Page Screen Prints
- Supplement Seven ~~\*Fleet/Lease Centralized Management Utility~~ **\*OPLATES.com reports**
- Supplement Eight OPLATES Administrative Control Menu Reports Descriptions
- Supplement Nine OPLATES Statistical Figures since Inception Date of September 2000
- Supplement Ten Ticket Escalation Screen Prints
- Supplement Eleven OPLATES Frequently Asked Questions (FAQ)
- Supplement Twelve Sample Driver Abstract
- Supplement Thirteen Data File for Driver Abstract
- Supplement Fourteen BMV 1173, BMV Records Request
- Supplement Fifteen BMV 2006, Reinstatement Letter
- Supplement Sixteen Definitions

- All data retrievals will include full records for vehicles that fall within the 90-day renewal period, all other records will be provided with only the plate number, expiration date, and error code.
- Provide system setup required to be established only once by fleet company that includes at a minimum:
  - Provide renewal options:
    - Display as a file with download/upload capability to register a vehicle
    - Display on the Internet
  - Provide auto-retrieve data function so bulk/fleet companies has option for system to retrieve every plate per tax ID on file automatically during the renewal process or have bulk/fleet company look up manually.
  - Provide a minimum of three (3) company-specific custom fields that will display on the return list of vehicle registrations when retrieved from the state. Custom field examples include branch, tracking number, etc.
  - Indicate distinctly on bulk/fleet page that companies submitting bulk/fleet files for BMV processing of registrations or records should do so within twenty-four (24) hours due to dynamically changing vehicle registration data.
  - Provide email notifications for, at a minimum, two (2) purposes that may involve different contacts/email addresses: 1) when file retrievals are completed by the State and 2) when the final invoice for bulk vehicle registration is prepared by the State. The OPLATES System generates the renewals and final notices.
  - Provide options to identify where registration documents from the State will be sent – 1) sending all registration documents to the fleet company (lessor) or 2) sending individual registration documents to customers (lessees).
  - Provide *Donate to Save Our Sight* (SOS) page that allows customer to choose whether or not they want to donate to this program.
  - Provide *Request Vehicles* link that returns list of all vehicles on file with the state for a particular tax ID number via file download or displayed on page with email notification when file is ready for processing.
  - Provide file upload capability for companies with many vehicles, using file delimited format.
  - Provide pre-invoice generation function for bulk vehicle registration renewal including the number of vehicles and the dollar amount needed in the ACH account for renewal with renewal password protection
  - Upon verification provide protected ability to create invoice for bulk renewal using ACH account payment method with confirmation file and separate error/rejection file.
  - Provide a minimum of six (6) generated reports that include State Error Codes, Invoice Summary, Blocked Vehicles, Blocked Vehicles by Error Number, Dollar Report, and Duplicate VIN Report.
- Provide a secure Internet Bulk/Fleet Centralized Management Utility that allows Bulk/Fleet companies to renew low and high volumes of fleet or leased vehicle registrations in a group at one time or individually after initial sign up is successfully completed. Supplement 7 describes the current process.
- Provide a secure Internet Bulk/Fleet Centralized Management Utility that allows Bulk/Fleet companies to submit one (1) or more Bulk/Fleet files via interface to the OPLATES System for vehicle renewal registrations with the State of Ohio.
- Allow the Bulk/Fleet company the ability to renew potentially hundreds of vehicles at once via an Automated Clearing House (ACH) check (No credit/debit card option is available).
- Allow for inclusion of commercial vehicles in the Bulk/Fleet license plate renewal process.
- Inquiry must be made against State provided database to ensure correct registration.
- Data must be displayed showing the vehicle information and fees.
- ~~\*Allow logo plates for bulk/fleet vehicles.~~

Requirement	Proposal Section/Page	Response Codes	Comments
Proposed candidate must demonstrate a minimum of 36 months full-time experience as a Project Manager in the last 48 months.			
Proposed candidate must demonstrate experience as the Project Manager from project initiation through completion on at least one implementation.			
Proposed candidate must demonstrate a minimum of 24 months experience as a project manager on projects employing the Project Management Methodology being proposed.			
Proposed candidate must demonstrate experience using project management software (e.g. Microsoft Project) to develop and maintain a WBS including a project schedule on a minimum of 3 projects.			
Proposed candidate must demonstrate experience as a Project Manager on a project of similar size and scope to the Project during which the project manager delivered the project on time and within budget.			
Proposed candidate should demonstrate experience in risk assessment and mitigation strategies and techniques.			
Proposed candidate should demonstrate contract administration experience.			
Project Management Professional (PMP) certified by Project Management Institution (PMI).			
<b>PROPOSED SOLUTION</b>			
Optional Services and Software Efficiency Improvements compliance			
Secure Internet application ( <a href="http://www.oplates.com">www.oplates.com</a> )			
Vehicle registration renewal (individual, fleet/bulk, owned, leased)			
Special logo/personalized plates ordering for owned and leased vehicles			
Replacement plates, vehicle registrations and stickers			
Bulk/fleet registration function for fleet/leasing companies			
Electronic power of attorney for leased vehicles			
Exchange plates between renewal periods			
Driving record abstract(s) requests			
Customer check registration status			
A link to BMV 2006, Reinstatement Letter			
<b>*Tamper resistance security feature document</b>			
Provide commercial vehicle renewal capability			