

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 08/15/16

RFP NUMBER: CSP902117
INDEX NUMBER: EPA017

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Environmental Protection Agency is requesting proposals for:

Operation of a Vehicle Emissions Testing Program in the Cleveland/Akron Area

Attached are page(s) 2, 8, 22, 37, 38, 98 and 118 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to clarify gas cap requirements, add Supplement J to the index, revise reduction numbers, provide clarification for the Public Education Program, location of Hotline Operators and Audio Recording requirements, revise the cost summary for evaluation and add links for Station usage and Data for the Moves Model.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

PART ONE: EXECUTIVE SUMMARY

PURPOSE. This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Environmental Protection Agency (the Agency), is soliciting competitive sealed proposals (Proposals) for Operation of a Vehicle Emissions Testing Program in the Cleveland/Akron Area and this RFP is the result of that request. If a suitable offer is made in response to this RFP, the State of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through June 30, 2019. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further renewals for any number of times will be at the sole discretion of DAS with appropriate notice to the Contractor. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract at the sole discretion of Ohio EPA after Ohio EPA's determination of the satisfactory performance of the Contractor and the needs of the Agency.

*Beginning January 1, 2020, the tailpipe testing portion will be discontinued and the Cleveland/Akron testing area will become an OBD II testing area only. If the renewal extends into the time period from January 1, 2020 to June 30, 2021, the offeror shall only provide OBD II testing and shall submit a cost proposal for operating the Cleveland/Akron test area as an OBD II only test area on a monthly basis for that time period. The OBD only testing will also continue to test gas caps with the exception of kiosks and if remote sensing is part of the program.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

BACKGROUND. The motor vehicle inspection and maintenance program, commonly called the "E-Check" program, has been in effect in various parts of Ohio since 1995. It was originally created pursuant to authority set forth in Section 3704.14 of the Ohio Revised Code. The program is part of a larger program to reduce ground level ozone pollution. The E-Check program focuses on the inspection of motor vehicles less than 10,001 pounds gross vehicle weight rating (GVWR), including light-duty trucks, to insure that the vehicles are properly minimizing ozone-forming air emissions. Vehicles equipped with on-board diagnostic (OBD) systems are tested by examining whether the on-board computer has identified any defects. Older vehicles without OBD systems are tested by analyzing tailpipe emissions in the case of gas-powered vehicles and, if offered, by examining the opacity of exhaust in the case of diesel vehicles. All vehicles also undergo an inspection to insure the vehicle has not been tampered with and that the gas cap seal is working properly.

A motor vehicle inspection and maintenance program is required under the federal Clean Air Act in any area of the state that has been designated as being in "moderate" nonattainment for ozone. Nonattainment means that levels of ozone in the ambient air do not meet federal standards.

The seven-county area covered by this RFP was formally designated as "moderate" nonattainment for ozone by U.S. EPA. The seven-county area is comprised of the following counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage and Summit Counties. The Inspection/Maintenance (I/M) program remains a part of the approved maintenance plan for the Cleveland area and is required by the State Implementation Plan (SIP).

ROLES OF STATE AGENCIES. An Offeror submitting a proposal in response to this RFP should understand that the Ohio Environmental Protection Agency (EPA) is ultimately responsible for assuring that motorists receive a fair and accurate inspection at a reasonable cost to the state. To this end, the Ohio EPA is responsible for:

1. Oversight of the certification of hardware and software systems used in the inspection process;
2. Approval of the stations prior to start-up of testing;
3. Ensuring that Offeror's testing systems meet quality control and quality assurance tests in actual service throughout the period of the Contract;
4. Oversight of the Offeror with respect to periodic test method update modifications;
5. Specifying data analysis objectives for the overall performance of the tests, and

P90

*Indicates clarification of gas cap requirements

PART TWO: STRUCTURE OF THIS RFP

*ORGANIZATION. This RFP is organized into five (5) parts, ten (10) attachments and nine (10) supplements. The parts and attachments are listed below.

PARTS:

Part One	Executive Summary
Part Two	Structure of this RFP
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Award of the Contract

ATTACHMENTS:

Attachment One	Work Requirements and Special Provisions
Part One	Work Requirements
Part Two	Special Provisions
Attachment Two	Requirements for Proposals
Attachment Three	General Terms and Conditions
Part One	Performance and Payment
Part Two	Work & Contract Administration
Part Three	Ownership & Handling of Intellectual Property & Confidential Information
Part Four	Representations, Warranties, and Liabilities
Part Five	Acceptance and Maintenance
Part Six	Construction
Part Seven	Law & Courts
Attachment Four	Contract
Attachment Five	Offeror Profile Summary
5-A	Offeror Profile Form
5-B	Offeror Prior Project Form
5-C	Offeror Prior Project Form
5-D	Offeror Prior Project Form
Attachment Six	Offeror References
Attachment Seven	Offeror's Candidate Summary
7-A	Offeror's Candidate References
7-B	Offeror's Candidate Education, Training, Licensure, and Certifications
7-C	Offeror's Candidate Experience
Attachment Eight	Offeror Performance Form
Attachment Nine	Contractor / Subcontractor Affirmation and Disclosure Form
Attachment Ten	Cost Summary Form

SUPPLEMENTS:

Supplement A	2010 Motor Vehicle Registration by County and Vehicle Type
Supplement B	Ohio E-Check Counties
Supplement C	Current Station Locations
Supplement D	Book Value of Current E-Check Stations
Supplement E	U.S. EPA Standards
Supplement F	Ohio Department of Public Safety Vehicle Registration System Information
Supplement G	Ohio EPA Vehicle Emissions Testing Program History
Supplement H	Vehicle Inspection Report
Supplement I	Current Database Field Names and Descriptions
*Supplement J	Moves Model and Excel file for Station usage.

*Indicates addition of Supplement J, Moves Model and Station Usage.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

I. SCOPE OF WORK.

The Offeror will perform the Work as specified in all following sections.

- A. Network Design. The Offeror shall provide a network of inspection stations for a biennial vehicle population suitable to permit the efficient and effective management and operation of the motor vehicle inspection and maintenance program. The Offeror shall describe in its Proposal how it plans to meet the requirements described in this section.

The Offeror shall propose specific criteria that each inspection station must meet in order to be considered a testing station. As part of the implementation plan, the State must be provided with a period of review prior to start up to confirm that all inspection stations meet the specified criteria. The State reserves the right to modify the criteria for approvable inspection stations in order to meet the needs of the individual motorist, including examining the number of complaints received about a facility by the Attorney General's Office and/or the Better Business Bureau.

Ohio EPA will retain the sole ability to license facilities for addition to the test network. New facilities that are proposed to be added to the test network to deal with customer service issues and population distribution changes must obtain final approval by Ohio EPA.

- B. Alternative Program. If the Offeror does not offer a program that generates the same amount of emission credits as the current program, then the Offeror proposing such an alternative program must propose an acceptable additional program component to reduce ozone precursor emissions in the same amount attributable to the element that was eliminated. The overall program offered as an alternative must allow Ohio EPA to satisfy the requirement in 42 U.S.C. 7511a(b)(4) for a motor vehicle inspection program in a moderate nonattainment area (i.e., remaining components of an alternative program must be sufficient to qualify as an acceptable motor vehicle inspection and maintenance program under 42 U.S.C. 7511a(b)(4). The program component added to replace the component eliminated must reduce ozone precursor emissions in the same amount, or greater than what was attributable to the element (for example, by eliminating the tailpipe or opacity testing of old cars). The alternative program shall, in the opinion of Ohio EPA, be sufficient to allow Ohio EPA to obtain U.S. EPA approval of its program to reduce ozone emissions and must begin at approximately the same time as testing. Examples of alternative program components include a program for purchasing or retiring old vehicles or performing a more rigorous anti-tampering test.

Ohio EPA has conducted mobile source modeling for various program options. Any proposal must provide a total annual emission reduction of NOx and VOC at least equal to the "baseline" emission reduction value. Additionally, in order to provide consistent modeling methodology, Ohio EPA will grant the following value of credits for the following options:

1. Baseline – Current program (ASM, OBD and GC)	4023 tons/year
2. OBD, TSI and GC	3445 tons/year
3. OBD and GC	2951 tons/year

Where:

ASM = ASM 2525 tailpipe test

OBD = On Board Diagnostics

TSI = Two Speed Idle tailpipe test

GC = Gas Cap test

Any Offeror that identifies a different option for mobile source emission reductions, must use U.S. EPA MOVES10a model with the same vehicle miles traveled (VMT) and other assumptions included with the baseline modeling.

*As an example, an Offeror deciding to propose an alternate program such as item 3, above, as its core program, would have to propose an additional component that would achieve emission reductions of 1072 tons/year (i.e., 4023 tons/year – 2951 tons/year, or 1072 tons/year).

Reductions can be from a stationary source or sources from any of the seven (7) counties in the area, not just in one particular county. Ohio EPA began the voluntary Emission Reduction Credit (ERC) Banking program in January, 2009. The Ohio EPA Web site <http://epa.ohio.gov/dapc/erc/erc.aspx> provides a listing of emission reduction sources in northeast Ohio. At this time, Ohio EPA has 883.2 tons of verified VOCs and 64.7 tons of unverified ERCs available in northeast Ohio. Ohio EPA's website also lists potential ERCs available by county Unverified ERCs must be verified

*Indicates revised reduction numbers

- O. Ohio EPA Access to Inspection Stations. Ohio EPA will conduct a continuous program of monitoring to verify that the Contractor is performing emission tests following the procedures and using properly calibrated and correctly functioning equipment. Ohio EPA access to the station network is not intended to interfere with Contractor operation. To facilitate this monitoring, the cooperation of the Contractor or sub-contractor is required. The Contractor shall address the method for complying with the following requirements:
1. The Contractor and sub-contractor shall make available to Ohio EPA, during any operational hours, any inspection equipment and qualified personnel required for the purpose of unannounced random audits of inspection station and equipment.
 2. Documentation or calibration gases necessary to perform calibration checks shall be available at each station.
 3. With notice, access shall be available during any reasonable working and non-working hours to perform any checks that the Ohio EPA may require.
 4. Any defective condition that would adversely affect the accuracy of tests performed shall be corrected immediately before any further inspections are performed in the lane and/or bay, or, if appropriate, at the station where such defect exists. No further testing shall be conducted in that lane or station until evidence is submitted to and approved by Ohio EPA that the defect has been corrected.
 5. Ohio EPA reserves the right to monitor any special arrangements made by the Contractor or sub-contractor to inspect fleets. This monitoring will not be announced in advance.
- P. Service to the Public. If the Contractor's or sub-contractor's operations result in habitual excessive delays in queue or in safety hazards to the public in the queuing area or in the station, the Contractor and Ohio EPA shall consult to eliminate such delays or hazards in a timely manner. Mitigating measures to be considered shall include, but not be limited to, changes in hours of operation, staffing modifications, and utilization of the public education program. If habitual excessive delays in queue can be alleviated by staffing modifications, the Contractor and/ or sub-contractor shall promptly take reasonable steps to staff each affected lane and/or bay so as to optimize throughput. If all reasonable mitigating steps have been taken and the delay or safety hazard has not been eliminated, the Contractor and the state of Ohio may enter into negotiations to modify the terms of this Contract so as to eliminate the problem.
- Q. *Public Education Program. A high quality public education program will serve to proactively inform motorists, repair industry members, and repair industry trainers. Offerors that submit a Proposal must spend a minimum of \$4.2 million in public education during the length of the Contract. Contract from May 15, 2017 through June 30 2019. If the contract is extended, offerors that submit a Proposal must spend a minimum of \$3.6 million in public education from July 1, 2019 through June 30 2021.
1. Public education activities will be conducted by Ohio EPA and the Contractor or the Contractor's designee.
 2. Each activity is subject to Ohio EPA's prior written approval.
 3. In its public education efforts, the Contractor shall avoid any false, inaccurate or misleading information concerning the program. To ensure uniformity throughout the networks, Ohio EPA has final approval of all written materials before print production. A proof shall be submitted to Ohio EPA for approval. Any material disapproved by Ohio EPA will be deleted or revised by the Contractor according to Ohio EPA's satisfaction.
 4. Public Education Plan - The Offeror shall manage a vigorous public education program that shall operate throughout the Contract period. The Offeror shall use its best judgment in selecting the methods and media for dissemination of information.
 5. The Offeror shall develop a plan for public education. The Offeror should explain the plan in detail and include projected expenses, personnel involved, volume of materials to be distributed or air time to be used, as appropriate. At a minimum, the following items shall be included in each Offeror's plan:
 - a. The use of electronic and print media to inform the public about the inspection program procedures, costs and objectives as well as when and how to obtain services.
 - b. An inspection notice mailed to each motorist ninety (90) days prior to his or her registration expiration and multi-year registrations in the year in which the motorist is required to test in the motor vehicle inspection and maintenance program, and for all extensions. This mailer shall be published for the extent of the program. The Contractor will be responsible for this cost-effective mailing and its costs but these expenses shall not be counted toward the Contractor's minimum required public education expenditures. Ohio EPA and the Contractor will mutually agree on the mailer's content and format. The mailer shall identify all inspections stations within a specified distance from the address that is listed on the owner's vehicle registration. This distance shall be provided by Ohio EPA during the design of the mailer's content and format.

*Indicates clarification of Public Education Program

- c. A brochure emphasizing how an inspection program works. The brochure must contain, at a minimum, a map with numbered identifiers referencing back to location addresses. The Contractor's website should include maps of all network facility locations, driving directions, how to prepare for the inspection (emphasize pre-inspected items), hours of operations and any promotional information to get people in on days and times that the lanes and/or bays are not busy. Such a brochure can be used for a mailing to each registrant in the testing area and should also be available at all stations, at Ohio EPA offices, at Ohio BMV offices, and at other public places at the Contractor's discretion. If a testing station is added or removed from the testing program, an updated brochure shall be available and distributed within thirty (30) days and/or the current brochures shall be modified within seven (7) calendar days. Proof of updated brochure must be approved by Ohio EPA before print production. Brochures that have not been modified shall be discarded when replaced with updated brochures.
- d. A brochure that is specifically designed to assist motorists whose vehicles fail the test. The brochure should include discussions on fuel savings, tampering, vehicle warranties, vehicle repair, choosing trained technicians to service and repair vehicles and emission recalls. This brochure shall be free to the public. Copies must be given to Ohio EPA and Ohio BMV for special mailings.
- e. Special events such as seminars and demonstrations for the public and for automotive mechanics. The Contractor shall arrange and participate with Ohio EPA staff in public education efforts that may include such organizations as special interest and community affairs groups. The Contractor should use newspaper, radio and TV advertising to promote these activities.
- *f. A toll-free customer hotline that is operated throughout the life of the contract. The 1-800-number shall be approved by Ohio EPA prior to implementation. Ideally, it should spell out an easy to remember Motor vehicle inspection and maintenance program- related number, such as the 1-800-CAR-TEST number currently used. Hotlines shall commence operation at least three months prior to program start-up and operate from 8:00 am – 6:00 pm Monday – Friday and 8:00 am – 1:00 pm on Saturday. Operators for the hotline shall be located in the same building that hosts the Contractor's headquarters in the Cleveland/Akron area.

Each Offeror shall submit a plan for hotline operation, training of hotline staff and a hotline operator auditing program with monthly reports. Offerors are to develop a plan to include audio recording and saving for a minimum of 2 months in their proposal. The expenses for this hotline may be counted toward the Contractor's required minimum public education expenditures. If the Contractor uses a consolidated hot line staff with another program, only expenses used for the Ohio program can be charged against this contractor. The Offeror must provide a clear system of accountability that only reflects charges against the Ohio program.

6. The Contractor will bear expenses for developing, printing and distributing brochures, print or broadcast advertisements, motorist notifications, or any other public information materials prepared by the Contractor and approved by Ohio EPA.
7. The following items relating to the public education program shall require Ohio EPA's prior approval:
 - a. Logos, slogans, or catch phrases designed for the program. These shall become the property of the State and may be used by the State.
 - b. News releases, except those that relate to approved days and hours of operation and releases containing material previously approved by Ohio EPA in substantially the same form and context as previously released.
 - c. Advertising copy intended for use by the Contractor in media such as radio, television, newspapers or other publications and billboards. In the case of print media advertising, the Contractor shall submit for approval the proposed copy and layout of the print. In the case of electronic media advertising, the Contractor shall first submit proposed advertising copy with a brief description (if appropriate) of the final production ad (voice-over, actors, background, length). Following approval of the copy and production concept, the Contractor shall, following production, submit the final production ad for approval prior to airing.
 - d. Content and design of pamphlets intended for distribution by the Contractor and Ohio EPA as part of the public information activities for the emissions inspection program. Use of Ohio EPA logo and/or any motor vehicle inspection and maintenance program logo is required on all public information products.
 - e. Script and, if feasible, visuals, for slide show or videotape or DVD to be used in public presentations.
8. Public education materials produced by the Contractor or through a subcontractor shall reference Ohio EPA or the E-check program and not the Contractor. No public information materials or activities produced under this Contract shall bear the Contractor's name or refer in any way to the Contractor unless specifically approved in writing by the State. All public information materials shall contain the E-check logo and Ohio EPA logo. All public information produced under this Contract shall become the sole property of Ohio EPA and shall not be copyrighted by the Contractor.

*Indicates clarification of location for Hotline Operators and Audio Recording requirement.

ATTACHMENT TEN
COST SUMMARY FORM

Operation of a Vehicle Emissions Testing Program in the Cleveland/Akron Area

CSP902117

UNSPSC CATEGORY CODE: 25173700, 41113101

*BUDGET: A budget for CSP902117 is not available.

*The Offeror must provide one (1) total cost for a one (1) month period of testing to commence May 15, 2017 and one per month cost beginning January 1, 2020.

Description	Cost Per Month	Total Cost
Budget costs to provide the Operation of an Emissions Testing Program in the Cleveland/Akron area, as identified in the Scope of Work, Attachment One, Part One.		
Monthly Cost for the contract from May 2017 through December 2019. The per month cost will be multiplied by thirty two (32) for evaluation purposes.	\$ /month X (32)	\$
Monthly Cost for an OBD only test program, after Tailpipe Emission tests are eliminated*. The per month cost will be multiplied by eighteen (18) for evaluation purposes.	\$ /month X (18)	\$
Total Contract Cost		\$

Cost must be reflected in U. S. Dollars.

An invoice will be prepared and submitted to Ohio EPA on a monthly basis in arrears for costs, not to exceed the above cost. Testing must commence on or before May 15, 2017. Start-up may begin upon receipt of a valid purchase order from EPA. There will be no compensation for months preparing for start-up; compensation will begin when the testing starts. The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses not included in the Not-to-Exceed Cost. Offeror shall submit a cost analysis with their Cost Summary. The cost analysis shall be a cost breakdown of all sub-parts of the program such as public relations/education, environmental auditing firm, equipment, data storage and handling, and training. Offeror shall list all relevant categories and give associated costs.

Beginning January 1, 2020, the tailpipe testing portion will be discontinued and the Cleveland/Akron testing area will become an OBD II testing area only. If the renewal extends into the time period from January 1, 2020 to June 30, 2021, the offeror shall only provide OBD II testing and shall submit a cost proposal of operating the Cleveland/Akron test area as an OBD II only test area on a monthly basis for that time period.

*Indicates change to Budget statement and Total Cost to be used for Cost Summary Evaluation

SUPPLEMENT J
STATION USAGE AND DATA FOR THE MOVES MODEL

*The link below is for a breakdown of emissions test by station.

[Emissions Tests by Station](#)

*The link below is for Inputs, Outputs and Run Specs for the Moves Model.

http://wwwapp.epa.ohio.gov/dapc/2014_MOVES_RFP_Files.zip

*Indicates addition of links for station usage and data for use in the Moves Model and the addition of page 118 to the RFP