Request for Information
For Unified Carrier Registration Agreement

Introduction

The Unified Carrier Registration Plan Board of Directors is seeking information from qualified service providers in support of the Administration of the Unified Carrier Registration Agreement. The purpose of this Request for Information (RFI) is to obtain detailed information from each potential vendor about your qualifications to assume Administration of the Unified Carrier Registration Agreement (UCRA).

Recipients

This tender document is open to all interested administrative firms with offices located in participating states, which include: AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV. Eligibility to firms based in DC is also in place.

Process

This RFI will be released to a relevant market segment of potential vendors. Vendors must acknowledge receipt of the tender documentation and send a formal vendor response to the Board's designated contact. A short-list of potential vendors will be selected and invited to take part in the RFP process, whereby they provide detailed information in a formal proposal. The Board may accept RFP responses from any interested vendors, regardless of participation in the RFI, although vendors participating in the RFI may be given preference. Vendor proposals will then be evaluated, a preferred vendor chosen, and a contract negotiated with the preferred vendor. The following timeframes will be adhered to during this process:

- Release RFI *12/20/16*
- Closure date for vendor questions *01/06/17*
- Closure date for vendor responses *01/17/17*
- Review of vendor responses completed *02/03/17*
- Begin RFP process *March 2017*

Response Instructions

Responses to the RFI should be e-mailed to: scott.morris@psc.alabama.gov no later than 2 pm. E.D.T. on January 17, 2017. Responses to this RFI should provide a thorough overview of Administrator capabilities, not to exceed 25 pages (formatted in 12 point font), exclusive of Documentation. Responses may be submitted in either DOC or PDF files.

Questions

Questions may be e-mailed to scott.morris@psc.alabama.gov until 2 pm. E.D.T. on January 6, 2017.

Organizational Overview

The federal Unified Carrier Registration (UCR) Agreement requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business and pay an annual fee based on the size of their fleet. With regard to interstate and international operations, provisions of the UCR affect the following:

- Motor carriers
- Motor private carriers

- Freight forwarders
- Brokers
- Leasing companies

The UCR Plan is the organization of State, Federal and industry representatives responsible for developing, implementing and administering the UCR Agreement. The UCR Agreement is the interstate agreement, developed under the UCR Plan, governing the collection and distribution of registration information and fees generated under the UCR Plan.

Under the Plan, motor carriers and other registrants pay fees annually to their designated base state. UCRA fees are based on the total number of commercial motor vehicles operated in interstate commerce. The UCRA Depository collects and distributes carrier revenue from participating States, and ensures that each participating state receives the designated amount of total revenue.

The Plan currently supports 425,000 registrants and generates $113 million in annual funds.

The following states participate in the UCRA: AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV.

Statement of Need

The UCRA Board of Directors is requesting information from qualified service providers for the Administration of the UCRA. Since its inception, the Board has managed the UCRA. The Board has identified three main objectives in the multi-year Administrative contract:

1. Move workload from volunteers to paid contractors
2. Engage relevant management and administration experience
3. Bring best practices in efficiency and organization to program administration

The Board seeks an Administrator (including an Executive Director, a Depository Supervisor, and other relevant staff) to take over management of the following responsibilities:

- Project management
- Depository administration
- Collect and distribute revenues from and to participating states
- Policy recommendation
- Organize and coordinate Committee meetings
- Maintain communications to participating States
- Provide routine financial reports
- Forecast and advise on fee adjustments
- Oversee audit functions for the base State, non-base State, and State UCR systems
- Take minutes for Board meetings
- Maintain records and documents
- Management and administration of operating funds

Response Requirements and Format

All interested vendors should respond to this RFI by submitting Information provided to the Board regarding capabilities, service offerings, and tools available to support all responsibilities listed above.

With the exception of the information to be supplied in the appendices, the response proposal should provide the following information in the order listed below:

1. A cover letter that provides a brief overview of your organization's qualifications and identifies the person who will act as the single point of contact during the selection process. Include the main contact's name, phone number, email address, and the location and address of his or her office.
2. An overview of your firm that includes the following information:
    - Company history, including years in business and growth milestones;
    - A team organizational chart that includes the names and job titles of all team members who will be working on this project;
    - Information about any relevant awards, licenses, or certifications;
    - The location of your firm's headquarters and any satellite offices

3. **Project Implementation, capabilities, and approach**. Please provide summary-level responses to the following items:
    a) What is your firm's proposed implementation and transition plan?
    b) What are your reporting capabilities? How does your firm typically handle financial reporting?
    c) Describe your experience in policy creation. How would your firm help the Board create policies?
    d) Describe any tools or processes you use to streamline communications between administrative team, stakeholders, board members, and committees.
    e) Describe your firm's capabilities to travel and perform work on-site at various UCR member locations.
    f) Describe how you would handle the audit functions for all UCR systems.
    g) What would be your standard process for transitioning out of administrative duties, either to return duties to the Board, or to another firm?
4. **Pricing.** How do you typically determine prices for similar services? What information do you need in order to provide the Board with an accurate price estimate?
5. **Additional information needed.** What additional information would you need from the Board in order to provide a detailed and complete proposal? What type of contract would you recommend for this type of work?
6. **Relevant experience**. What similar work have you performed for past clients? Please provide a minimum of 3 examples of similar projects your firm has completed in the past 5 years. Include a name and contact information for a representative who can discuss the project.

All information is required at a summary level only.

All information submitted in response to this RFI shall be considered public information. Responses should clearly reference this RFI.

Confidentiality

The information contained in this RFI is confidential and proprietary to the Board of Directors of the UCRA. In accepting this RFI, vendors agree to the following conditions, under USA law:

- During the course of this tender process, you may acquire confidential information relating to our business, project and/or customers.
- You agree to keep this information strictly confidential at all times (even after the project has been completed).

- You will not use or attempt to use it for your personal gain or for the gain of any other person.
- You may disclose confidential information only to the extent that such disclosure is necessary for the submission of a formal vendor response.
- This does not apply to information which must legally be disclosed or becomes available to and known by the public.

If the vendor does not agree with the respective clauses, then s/he should explicitly state it within his/her response.

Documentation

Provide documentation supporting vendor capabilities and past Administrative performance, including:

- Marketing brochures and website address
- CVs and profiles of Key Staff
- Summaries of previous relevant experience
- Organizational chart