



## American Association of Motor Vehicle Administrators

### **OUR MISSION**

*Serve North American  
motor vehicle and law  
enforcement agencies  
to accomplish their  
missions.*

### **OUR VISION**

*Safe drivers  
Safe vehicles  
Secure identities  
Saving lives!*

# REQUEST FOR PROPOSAL

No. FY25-36667

Cost Allocation Study

September 2024

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# 1 INTRODUCTION

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## 1.1 ENTITY BACKGROUND

AAMVA is a tax-exempt, nonprofit organization that develops and supports model programs in motor vehicle administration, law enforcement, and highway safety. The association also serves as an information clearinghouse in these areas and acts as the international spokesman for these interests.

Founded in 1933, AAMVA represents the state and provincial and territorial officials in the United States and Canada that administer and enforce motor vehicle laws. AAMVA's programs encourage uniformity and reciprocity among the states and provinces. The association also serves as a liaison with other levels of government and the private sector. Its development and research activities provide guidelines for more effective public service. AAMVA's membership includes associations, organizations and businesses that share an interest in the association's goals.

## 1.2 PURPOSE

The American Association of Motor Vehicle Administrators (referred to here as "AAMVA") releases this request for proposal (RFP) to solicit proposals from qualified firms interested in participating in the bidding process.

The purpose for this RFP is to select the most qualified vendor to conduct a review of AAMVA's indirect cost pools and joint direct cost pools and the methodology for allocating these costs and recommend any changes to our current methodology for allocating these costs. This review will also include potential recommendations for new cost pools and the methodology for allocating those costs.

## 1.3 MINIMUM QUALIFICATIONS

The offeror must have a minimum of 5 years demonstrated experience in the services listed in this RFP.

### 1.3.1 Additional Procurement Specific Qualifications

The offeror must also have demonstrated experience with the following:

- Working with both not-for-profit and for-profit organizations that receive/perform Federally funded grants and contracts.
- An understanding 2 CFR Part 200 and Federal Acquisition Regulation (FAR) requirements for Federal grants and contracts, including, in particular, experience with cost-reimbursement requirements under 2 CFR Part 200, Subpart E and FAR Subpart 31.2.



## Introduction

- Assisting other organizations through cost allocation reviews due to organizational structure changes.
- Assisting organizations with indirect cost rate proposals or other similar indirect cost rate determination matters.
- Assisting organizations that have multiple major functions from an organizational structure and cost allocation standpoint.

The following experience is not required, but is preferred:

- Working with organizations that provide software as a service and other IT services.

### 1.4 PERIOD OF PERFORMANCE

The performance period for the anticipated contract will start upon a fully executed contract and is expected to conclude approximately six months thereafter.

Start	End
Contract Award	Delivery (up to 6 months)

## 2 GENERAL INFORMATION

### 2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact at AAMVA for this procurement. All communication between the Offeror and AAMVA upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	AAMVA Procurement
Address	4401 Wilson Boulevard, Suite 700
City, State, Zip Code	Arlington, Virginia 22203
Phone Number	703-908-2861
E-Mail Address	procurement@aamva.org

AAMVA will consider any other communication as unofficial and non-binding on AAMVA. Communication directed to parties other than the RFP Coordinator, as related to the scope of the RFP, may result in disqualification of the Proposal.

### 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

The estimated procurement schedule of activities for this RFP is as follows; AAMVA reserves the right to modify this schedule:

Activity	Date
Issue RFP	September 18, 2024
Written Intent to Bid Due	September 23, 2024
Written Questions Due from Offerors About Scope or Approach	September 25, 2024
Proposals Due	October 7, 2024
Evaluate Proposal	October 16, 2024
Finalist Presentations (Optional element)	October 21-25, 2024
Announce "Apparent Successful Offeror"	November 1, 2024

### 2.3 ACCEPTANCE PERIOD

The Proposal must provide 120 days for acceptance by AAMVA from the date of submission.

### 2.4 RESPONSIVENESS

The RFP Coordinator will review the Proposal to determine compliance with administrative requirements and instructions specified in this RFP. The offeror is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

AAMVA also reserves the right, at its sole discretion, to waive minor administrative irregularities.

### 2.5 MOST FAVORABLE TERMS

AAMVA reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially with the most favorable terms that the offeror can propose. AAMVA also reserves the right to contact an offeror for clarification of its Proposal and request a face-to-face meeting.

The offeror must be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is understood that the Proposal will become a part of the procurement file on this matter without obligation to AAMVA.

### 2.6 GENERAL TERMS AND CONDITIONS

The apparent successful offeror will be expected to enter into a contract or purchase order with general terms and conditions agreeable to both parties. It is AAMVA's preference to engage offeror's under AAMVA's own standard contract terms and conditions in response to this solicitation; however, depending upon the specific procurement requirements, AAMVA may entertain offeror standards contract terms. The offeror may submit exceptions as allowed in [§5.2 Exhibit B: Certifications and Assurances](#) to this solicitation. AAMVA will review requested exceptions and will accept or reject them at its sole discretion.

### 2.7 COSTS TO PROPOSE

AAMVA will not be liable for any costs incurred by the Offeror in preparing a Proposal submitted in response to this RFP, or in performing any other activities related to responding to this RFP.

### 2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate AAMVA to contract for the services/commodities specified herein.

### 2.9 REJECTION OF PROPOSAL

AAMVA reserves the right at its sole discretion, and without penalty, to reject any and all proposals received and not to issue a contract as a result of this RFP.



## 3 SCOPE OF SERVICES AND STATEMENT OF WORK

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### 3.1 OVERVIEW AND GENERAL REQUIREMENTS

This section lists services that AAMVA seeks from offerors throughout the duration of the contract.

The following services will be provided:

1. Conduct a review of AAMVA's indirect cost pools and the methodology for allocating these costs.
  - a. There are currently three indirect cost pools (Fringe, Overhead, General & Administrative (G&A)) and two separate indirect cost rates for Overhead and G&A based on the Federal grantor and allowability of specific costs.
2. Recommend any changes to AAMVA's current methodology for allocating indirect costs, included in a written document explaining the recommendations/changes.
3. Conduct a review of AAMVA's joint direct cost pools and the methodology for allocating these costs.
  - a. There are currently three joint direct cost pools.
4. Recommend any changes to AAMVA's current methodology for allocating joint direct costs, included in a written document explaining the recommendations/changes.
5. Provide AAMVA recommendations regarding potential new cost pools, whether identified by AAMVA as potentially desirable or identified by the successful offeror in the course of tasks 1 through 4 above and provide recommendations for the methodology of allocating those costs, included in a written document explaining the recommendations/changes.
6. Provide support to AAMVA for justifying changes to AAMVA's cognizant agency for indirect costs (and potentially for joint direct costs), which may be required to approve changes to current cost allocation methodologies. Such support will likely include detailed support of costs and allocation bases as well as comparative analysis among multiple allocation options, included in a written document.
7. Guidance to AAMVA regarding pertinent regulatory requirements under 2 CFR Part 200, Subpart E, and, where appropriate for comparative purposes, FAR Subpart 31.2, included in a written document.



8. Guidance to AAMVA regarding mechanisms for efficient accumulation and distribution of costs for administration of the cost pools over time in performance of federal agreements.

As necessary to carry out this work, and subject to reasonable non-disclosure agreements (NDAs), AAMVA will provide to the successful offeror access to its financial management systems, current cost allocation plan, recent indirect cost rate proposals, and relevant financial data. AAMVA's finance department personnel (and other staff as needed) will be available to the successful offeror for meetings and discussions of relevant information, including organizational structure, financial management systems, and financial data.

AAMVA will not be providing legal advice or legal opinions in this engagement. Offerors should obtain such advice or opinions from their own attorneys.



## 4 PROPOSAL INSTRUCTIONS AND EVALUATION PROCEDURE

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### 4.1 PROPOSAL CONTENT

The proposal shall be comprised of the following two (2) volumes, numbered Volumes I and II. Please follow the submission instructions listed in section 4.2.

#### 4.1.1 Volume I Corporate & Technical Experience

- Limit to two (2) single-spaced pages.

##### 4.1.1.1 *Volume 1.1 Corporate*

- Offeror(s) shall provide a summary of any corporate information relevant to this RFP, which should include, at minimum: Length of time providing like requested services, experience handling similar level of services as AAMVA needs in this RFP, and summary of the financial strength of the company.
- Offeror(s) shall describe three (3) examples of similar support services that offeror has provided of comparable size in the past three (3) years. For each example include contact information, project scope, relevance to this solicitation, timeline/dedicated hours, and written permission for a reference to discuss its performance with AAMVA.

##### 4.1.1.2 *Volume 1.2 Technical Solution*

- Limit to ten (10) single spaced pages including graphics.
- Please format your response in the same outline as Section 3 (SOW) of this RFP.

#### 4.1.2 Volume II Price Proposal

- Limit to five (5) single spaced pages.
- Offeror(s) shall provide the best financial proposal to complete the work for the duration of the contract term. It is assumed that this will be a time and materials (T&M) contract.
- Professional Services:

- Estimated hours and labor rates per resource for each task listed in Section 3 (SOW).
- Discounts:
  - As applicable, please specify how discounts are calculated and applied
- Other Fees (if required):
  - Pricing for travel, other direct costs, licenses and any optional services relevant to this RFP must be included.

## 4.2 PROPOSAL SUBMISSION

- Proposal must be submitted in soft copy (Adobe PDF format) as set forth below.
- All text shall be twelve (12) point font, and page limits shall be as indicated. ***Please do not include corporate marketing material or boiler plate information in your response.***
- The Proposal is to be sent to the RFP Coordinator at the email address noted in [§2.1 RFP Coordinator](#). The email must be clearly marked with the RFP number.
- Any modifications to a Proposal in response to this RFP will be subject to these same conditions. The Proposal must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The Proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the Proposal as non-responsive. All Proposals and any accompanying documentation become the property of AAMVA and will not be returned.
- Proposals must be submitted as two separate files in your response as follows:
  - **File 1:** Shall include Volumes I labeled “Corporate & Technical Proposal Response for RFP FY25- 36667 by <company name>.pdf”
  - **File 2:** Shall include Volume II, Price proposal response labeled “Price proposal response for RFP FY25- 36667 by <company name>.pdf”. Please also include the signed Exhibits B and C.

## 4.3 PROPOSAL EVALUATION

### 4.3.1 EVALUATION AND CONTRACT AWARD

All Proposal will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. Only responsive proposals which meet the minimum requirements will be forwarded to the evaluation team for further review.

### 4.3.2 EVALUATION PROCEDURE

Response to proposals will be evaluated in accordance with the specifications stated in this solicitation and any addendum issued. Award will be made to the offeror that provides the best overall value to AAMVA.

	Description
<b>1</b>	<b>Volume 1.1 Corporate Evaluation</b>
1.1	Reputable and established organization
1.2	Past relevant engagements (see section 1.3)
1.3	Offeror/Personnel Experience and qualification of resources (see section 1.3)
<b>2</b>	<b>Volume 1.2 Technical Evaluation</b>
2.1	Professional Services per SOW (see section 3.1)
<b>3</b>	<b>Presentation/Interview</b>
<b>4</b>	<b>Volume 2 Pricing Model</b>
4.1	Professional Services Hours and Rates
4.2	Terms and Conditions

## 5 RFP EXHIBITS

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### 5.1 EXHIBIT B: CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which this Exhibit A is attached, understanding that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contracts:

1. I/we declare that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 90 days following the due date for receipt of proposals, and it may be accepted by AAMVA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
5. I/we understand that AAMVA will not reimburse any costs incurred in the preparation of this proposal. All proposals become the property of AAMVA, and I/we claim no proprietary right to the ideas, writings, items, or samples presented in the proposal, unless so stated in the proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the offeror and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other offeror or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

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*Signature of Offeror*

*Printed Name, Title and Date*

## 5.2 EXHIBIT C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the Commonwealth of Virginia or any of the jurisdictions comprising the membership of the American Association of Motor Vehicle Administrators (AAMVA);
3. Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
5. Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Offeror understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

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Printed Name of Offeror

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Printed Name and Title of Authorized Representative

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Signature of Authorized Representative