

STATE OF MAINE

Department of the Secretary of State, Bureau of Motor Vehicles

REQUEST FOR INFORMATION

RFI#201509164

Over Limit Automated GIS Routing System

RFI Coordinator: Stacey M. Chandler, Management Analyst I, Motor Carrier Services

Tel: (207) 624-9187 E-mail: stacey.chandler@maine.gov

This RFI is non-binding, for the State and all interested parties, and no contract award will be made as a result of the RFI process. This document is an information gathering and market research exercise, not a formal solicitation of a specific requirement. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/State employee is empowered to make statements regarding this RFI. All responses to this RFI will be considered public information and, as such, the State makes no representation is can, or will, maintain the confidentiality of such information.

Deadline for Submitted Questions: October 13, 2015, 5:00 p.m. EST

Responses Due Date: October 20, 2015, 2:00 p.m. EST

Responses are to be submitted to:

stacey.chandler@maine.gov

TABLE OF CONTENTS

PUBLIC NOTICE	3
PART I INTRODUCTION	4
A. DEFINITIONS AND ABBREVIATIONS	4
B. PURPOSE AND BACKGROUND	5
C. GENERAL PROVISIONS.....	5
PART II INFORMATION SOUGHT – GOALS	6
PART III KEY RFI EVENTS.....	7
A. TIMELINE OF KEY RFI EVENTS	7
B. SUBMITTING THE RESPONSE.....	7
PART IV SUBMISSION REQUIREMENTS.....	8
A. RESPONSE FORMAT	8
B. RESPONSE CONTENTS.....	8
SECTION I. ORGANIZATION.....	8
SECTION II. RESPONSE TO INFORMATION SOUGHT	8
PART V REVIEW OF RESPONSES RECEIVED.....	9
GENERAL INFORMATION.....	9
PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS	10
PART VII APPENDICES	11
RESPONSE COVER PAGE.....	11

PUBLIC NOTICE

**State of Maine
Department of the Secretary of State, Bureau of Motor Vehicles**

RFI#201509164

Over Limit Automated GIS Routing System

The State of Maine, Department of the Secretary of State, Bureau of Motor Vehicles, Motor Carrier Services is seeking information regarding the automated routing of “non-divisible” over limit loads carried on Maine roadways and bridges. Thus, the Department is hereby announcing the publication of a Request for Information (RFI) #201509164 requesting information of the aforementioned routing system.

A copy of the RFI can be obtained by contacting the Department’s RFI Coordinator for this project: Stacey Chandler, Management Analyst I. The RFI Coordinator can be reached at the following email address: stacey.chandler@maine.gov . The Department encourages all interested parties to obtain a copy of the RFI and submit a response.

Responses must be submitted to: stacey.chandler@maine.gov and be submitted by 2:00 pm, EST, on October 20, 2015.

State of Maine

Department of Secretary of State

Bureau of Motor Vehicles

RFI#201509164

Over Limit Automated GIS Routing System

PART I INTRODUCTION

A. Definitions and Abbreviations

The following are definitions for the stated terms and acronyms as they relate to this Request for Information:

BMV: Bureau of Motor Vehicles, also referred to as the Bureau

Carrier: Motor Carrier, a for-hire motor carrier or a private motor carrier

Department: refers to the Maine Department of the Secretary of State (SoS)

FOAA: Maine Freedom of Access Act

GIS: Geographic Information System

IS: Information Services (The Secretary of State's office has its own Office of Information Services separate from the Maine Office of Information Technology)

Jurisdiction: refers to a state in the lower 48 contiguous U.S.A.

MCS: Motor Carrier Services

MDOT: Maine Department of Transportation

MEGIS: Maine Office of Geographic Information Systems (GIS)

OL: Over Limits (non-divisible over weight, over dimension, oversized loads)

OIT: Office of Information Technology (Maine)

Respondent: Any individual or organization submitting a response to this RFI.

RFI: Request for Information

RFP: Request for Proposal

SoS: Maine Department of the Secretary of State

B. Purpose and Background

Purpose:

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Department of Secretary of State, Bureau of Motor Vehicles (Bureau or BMV) is seeking information regarding an Automated GIS Routing System from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

Background:

Any Carrier transporting non-divisible loads in excess of legal dimensions or weight limits must obtain an over limit permit from the Bureau. Permits issued by the BMV apply only to those highways or bridges under the jurisdiction of the Maine Department of Transportation (MDOT). Permits are issued to protect public safety, to protect highways and bridges, and to minimize impacts on traffic.

Currently, permit applicants are required to provide a preferred route on their application. Often these routes are incorrect or not appropriate for the stated load parameters. Sometimes BMV and the applicant must go back and forth until a valid route can be created and the permit issued. It is standard procedure for BMV to interpret route information provided by the applicant or their agent to ensure correctness and appropriateness. Routing an over limit load through an inappropriate route/intersection/bridge can have catastrophic results. Existing business practice leaves room for misinterpretation and human error.

C. General Provisions

1. This is a non-binding Request for Information (RFI). Therefore, no award shall be made as a result of the RFI process.
2. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
4. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
5. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in responses received by vendors in response to this RFI.
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

PART II INFORMATION SOUGHT – Goals

Over Limit Automated GIS Routing System

The primary objective of this project is to deliver a GIS (geographic information system) solution to be used by Motor Carrier Services of the Bureau of Motor Vehicles for the automated routing of “non-divisible” over limit loads carried on Maine roadways and bridges. The GIS application is expected to be a tool to make routing easier, safer, and more efficient and will not be used to remove the human decision-making component of routing over limit loads.

BMV’s goal is to have an application with the ability to be called from the existing BMV permitting application, route/load data through an interface, and automatically generate a route which avoids barriers. Using the data provided by the BMV system, the GIS application will perform route analysis to determine if there are any obstructions along the route based on: bridge under clearances, posted weight limits for roads and bridges, seasonal road and bridge closures, construction zones, 511 information, time of day restrictions and user defined restriction management. The GIS application will provide the ability for agency administrators to maintain a list of temporary restrictions, such as municipal road closures or postings. These restrictions should be displayed when generating a route. BMV staff may accept the route as generated, or modify it within the application. Once the route is submitted, the GIS application will send instructions back to the BMV system via a web service. The instructions will contain a turn-by-turn (route by route) description of the route and any waypoints that are included between the origin and destination. A routing request that requires MDOT approval may be submitted to the GIS application. The application will allow MDOT to insert special instructions as needed. Once approved by MDOT, BMV staff will review the route within the GIS application and submit it to return the turn-by-turn instructions including the MDOT special instructions to the BMV application.

Describe your history working with States/Jurisdictions to provide an automated GIS routing system that’s been incorporated into their existing permitting system by answering the following questions:

1. How long did the implementation take from time of contract signing to user acceptance?
2. What were some of the barriers you had to overcome?
3. What went well?
4. Does your solution include a restriction manager?
5. Have you done interfaces with existing state systems in the past?
6. Do you allow States to host your solution on their own network?
 - a. Does your solution require additional software to be purchased?
7. Does your system employ the ESRI GIS platform?
8. Do you have experience remotely managing servers?
9. How many states have you implemented systems in? Please list the states.

Please provide any other information you would like to convey regarding an automated GIS routing system.

The Department will consider these responses, along with other research and information, to support this initiative which include, but are not limited to: future development of Requests for Proposals; future groundwork in exploring routing solutions; future development of a system.

PART III KEY RFI EVENTS

A. Timeline of Key RFI Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	10/13/15 at 5:00pm, EST
Due Date for Responses	10/20/15 at 2:00pm, EST

1. General Instructions

- a. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Questions regarding the RFI must be submitted via e-mail and received by the RFI Coordinator listed on the cover page of this RFI document as soon as possible but no later than the date and time specified in the timeline above.
- c. For ease of reference, please include the RFI Number and Title in the subject line of the e-mail. Be sure to refer to the page number and paragraph within this RFI relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested parties by e-mail and posted to the departments' webpage: <http://www.maine.gov/sos/vendors/index.html>. The Department reserves the right to answer or not answer any question received.

B. Submitting the Response

1. Responses Due

Responses must be received no later than the date and time listed in the timeline above.

2. Delivery Instructions

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

PART IV SUBMISSION REQUIREMENTS

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section, and sub-section headings as they appear here. The Department seeks detailed yet succinct responses that demonstrate the Respondent's experience and familiarity with the subject matter. **As this is not a competitive RFP process, Respondents should not provide any specific cost or customized pricing documentation in their response.**

A. Response Format

1. For clarity, the response should be typed or printed. Responses should be single-spaced with 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Respondent's name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.
3. Respondents are asked to be brief and to respond to each question and instruction listed in the "Submission Requirements" section of this RFI. Number each response to correspond to the relevant question or instruction of the RFI.
4. Please provide all information requested in the RFI package at the time of submission.

B. Response Contents

Please respond to the questions listed in Part II of this RFI. Clarify if you're a State or Vendor and only answer applicable questions.

Section I. Organization

1. Complete Appendix A (provided as an Appendix to this RFI)
2. Provide Respondent's location(s)
3. Provide a brief description of Respondent's main products/services
4. Provide a brief description of years in business
5. Provide a description of the management structure
6. Describe any licensure required for any services described in the "Information Sought" section.
7. Describe skills pertinent to the specific work described in the RFI.

Section II. Response to Information Sought

Discuss the "Information Sought" section referenced above in Part II of this RFI and what the Respondent offers related to the goods or services described. Please respond to all questions in this section which are applicable to the respondent type, and give particular attention to describing the methods and resources necessary to accomplish the tasks involved.

PART V REVIEW OF RESPONSES RECEIVED

General Information

1. The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS

1. Appendix A. Response Cover Page

PART VII APPENDICES
Appendix A

STATE OF MAINE
Department of the Secretary of State
Bureau of Motor Vehicles

RESPONSE COVER PAGE

RFI#201509164

Over Limit Automated GIS Routing System

Lead Point of Contact for Response - Name/Title:	
Respondent's Organization Name (if applicable):	
Tel:	Fax:
E-Mail:	Website (if applicable):
Street Address:	
City/State/Zip:	