



**Solicitation Information  
October 20, 2016**

**RFP #7551075**

**TITLE: Data Processing Services – Division of Motor Vehicles Excise Tax Information**

**Submission Deadline: November 10, 2016 at 2:00 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Friday, October 28, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**

**GAIL WALSH  
CHIEF BUYER**

**Note to Bidders:**

**RIVIP REGISTRATION:** Bidders must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**BIDDER CERTIFICATION COVER FORM:** Bidders must complete and submit a Bidder Certification Form with each bid proposal. Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

### **Overview**

The Department of Administration/Division of Purchases on behalf of the Division of Municipal Finance (“the Division”) is soliciting proposals from qualified firms (“the Vendor”, sometimes also referred to herein as the Offeror or Bidder) for data processing services in accordance with the terms and conditions of this solicitation. The processing services desired of the Vendor include importing certified motor vehicle tax roll data files from all 39 municipalities in the State of Rhode Island which totals approximately 1.1 million vehicle records (see the format in which this data is sent as Attachment 4 in the Appendix), processing this tax data with other state provided data inputs such as the frozen Consumer Price Index, state motor vehicle exemption, municipal tax rates and excess municipal exemption, etc. and delivering the data in various formats and reports to the Division. Once finalized, this output becomes the official data for the Division’s activities including, but not limited to, the motor vehicle excise tax reimbursement distributed to cities and towns.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

This solicitation and any subsequent contract award are subject to the Division of Purchases’ Procurement Regulations, the General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)) and the Bidder Certification Form.

The initial contract period will be from the time of issuance of a Division of Purchases’ Purchase Order through June 30, 2017. Contracts may be renewed for up to four additional 12-month periods based on Vendor performance and the availability of funds, and is at the sole discretion of the State. Contract renewals will be based on the State’s fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup>.

Any contract awarded will be subject to the continuation or modification of the motor vehicle exemption reimbursement program pursuant to the Rhode Island General Laws.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this Request for Proposals (the “RFP”) carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are hereby solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other State locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime Vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the Vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the Vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP may be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island and may be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. No corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. (401-222-3040) *This is a requirement only of the successful Vendor.*
13. The Vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or to speak with an MBE officer, call (401) 574-8670.

14. Equal Employment Opportunity (RIGL 28-5.1)
  - a. § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.
15. Vendors shall procure at their expense and maintain all insurance required in Attachment 1 of the Appendix, attached hereto and made a part hereof, in form and terms acceptable to State for the duration of the contract or as otherwise specified.
16. Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
17. The Division of Purchases reserves the right to accept or reject any and all proposals submitted in response to this solicitation, to waive minor irregularities, to award in part, or to negotiate with an Offeror, as necessary, to serve the best interests of the State.
18. The selected Offeror and its subcontractors, if any, must comply with all applicable state and federal statutes, regulations and policies. All services will be performed in accordance with all applicable State information processing and telecommunication standards and policies to be found at [www.DoIT.ri.gov](http://www.DoIT.ri.gov).
19. These services are important to the State. Upon expiration or termination of any contract resulting from this RFP, the Vendor agrees to transition the services to a new vendor or State or its designee in good faith, make every reasonable effort to ensure that the transition shall be performed in a professional and businesslike manner and comply with the reasonable requests and requirements of the State to accomplish a successful transfer.
20. Personal information and data obtained by the Vendor shall remain the property of the State or any data providing entity. The Vendor shall not have any ownership of any data or personal information at any time. The Vendor shall not use any data collected in connection with the contract for any purpose other than in the performance of the contract. The data shall not be sold, encumbered, assigned, leased, transferred, commercially exploited, disclosed or otherwise provided to third parties by the Vendor without written Division approval.
21. The Vendor at all times must comply with any state, local, agency or federal laws, rules, regulations, or policies regarding privacy, confidentiality and/or security of data or information, as may be amended from time to time, for data.

22. Vendor shall promptly deliver data (or the portion of such data as specified by the Division) to the Division: 1) at any time upon reasonable request and notice by the Division; and, 2) ninety (90) days prior to expiration and immediately before expiration, and immediately after termination of the contract. All data shall be turned over to the Division in format and media in accordance with industry standards or as designated by the Division using best practices. At a minimum, such turnover shall include data mapping, data structures and data dictionaries and other descriptive information.
23. The selected Offeror shall be required to appoint a representative from its firm who will act as its project manager who will be responsible for seeing that all services are performed within the final work plan and schedule. The selected Offeror shall not change its project manager during the contract without the consent to the Division.
24. Any contract may be cancelled by the State within 60 days' prior written notice.

## **SECTION 2: BACKGROUND**

### **Purpose**

The purpose of this solicitation is to encourage competition for the data processing and related services required for the state motor vehicle excise tax exemption reimbursement process with the aim of reducing the cost of such services while improving integrity and security of this needed function.

### **Background**

The following paragraph describes the business process involving the services being solicited.

Each year the Rhode Island Vehicle Value Commission adopts its Methodology for Determining the Presumptive Value of Motor Vehicles Subject to the Excise Tax which the Division of Motor Vehicles (DMV) applies to the registered vehicles in the State. The DMV provides each municipality as well as the proposed Vendor with a data file including these registered vehicles and valuations. All 39 cities and towns then price any registered vehicles that were unpriced by the DMV as well as apply any personal exemptions to eligible vehicles or owners of vehicles and then provide the proposed Vendor with their certified motor vehicle tax roll. Meanwhile the State provides the proposed Vendor with data inputs such as the municipal motor vehicle tax rates, the state mandated exemption, the excess motor vehicle exemption offered by cities and towns, as well as the frozen consumer price index (CPI) to be used in the reimbursement calculations. The proposed Vendor will then provide the Division with the Municipal Reimbursement Reports and the Vehicle Valuation Data Files.

### **Authority**

Chapter 44-34 of Rhode Island General Laws (RIGL) grants the State's municipalities and fire districts the authority to levy an excise tax on motor vehicles and trailers. This chapter also defines the methods by which this tax may be collected and authorizes the Vehicle Valuation Commission to determine the value of registered vehicles based upon specifications set forth in the Rhode Island General Laws.

### **Methodology**

Chapters 44-34 and 44-34.1 of the Rhode Island General Laws contains information pertaining to motor vehicle assessment and the calculation methodology by which the reimbursements are made back to the State's 39 municipalities. (See Attachment 2 of the Appendix.)

**Process**

According to current statute, each year the annual vehicle valuation process begins with a valuation methodology determined by the Rhode Island Vehicle Value Commission. Following this methodology, the DMV provides each municipality with a list of the motor vehicles and trailers registered in their community and the corresponding assessed values, if available, according to the Vehicle Value Commission's methodology.

In addition to this data provided by the DMV, each municipality must also price any vehicle or trailer registered in their municipality that was received from the DMV unpriced as well as apply any state and local motor vehicle exemptions, apply local personal exemptions such as veterans or elderly exemptions, where applicable, to create their certified motor vehicle tax roll, and submit this to the State's vendor.

**Incumbent Vendor Roll**

Pursuant to the current statute, RIGL 44-34.1-2 (See Attachment 2 of the Appendix), each municipality is required to submit its certified motor vehicle tax roll data to the State (or its Vendor) by August 30<sup>th</sup> of every year. This data, along with other inputs defined in statute, is processed to produce statistical data for use within the Division as well as reimbursement amounts representing the lost excise tax revenue by the State's 39 municipalities.

**SECTION 3: SCOPE OF WORK**

The selected Vendor will be responsible for the following tasks:

- Within 5 business days of contract award, Vendor will meet with the Division of Municipal Finance to discuss and formulate formulas required for processing of this program.
- Vendor to build out the formulas in their computer system within 10 business days of meeting with the Division based on conversation with the Division.
- Load certified municipal motor vehicle tax roll files into the Vendor's computer system for processing.
- Apply State specific methodology and perform calculations on certified motor vehicle tax roll files.
- Work with municipalities and State to help rectify any inconsistencies that may exist in the municipal data.
- Provide electronic output of the resulting data as a Microsoft Excel file in a State specified format.

- Provide the Division of Municipal Finance with the following written reports:
  - a. A weekly status update due to the Division **by 3:00 PM each Friday** during the period of July 15 through the receipt of the last municipal motor vehicle tax roll indicating which municipalities have submitted their motor vehicle tax roll to the Vendor as of the report date.
  - b. Within **5 business days** of receipt of each municipality's motor vehicle tax roll, the selected Vendor must preview each municipality's submission to make sure all required data is provided in the proper format necessary for processing and that the vehicle count is similar to the prior year (to be provided to the Vendor in year 1). If the data is not in the proper or workable format or has missing data fields, the Vendor must notify both the municipality and the Division as soon as possible as to any identified issues or concerns.
  - c. Within **10 business days** of receipt of each municipality's motor vehicle tax roll, the selected Vendor must process the municipality's data and provide the Division with the following Microsoft Excel reports in a format to be provided to the Vendor by the Division (any modifications to the Division's format must be approved by the Division):
    1. A comparison report to the municipality's prior year data (to be provided to the Vendor in year 1) showing total year over year dollar and percent difference for all categories chosen by the Division such as: total record count, total gross assessed value at 100%, total pro-rated assessed value based on number of days vehicle was registered, total value of municipality's personal exemptions, total pro-rated value of municipality's excess motor vehicle exemption above State mandate, total maximum taxable value of the vehicle that can be subject to taxation, total value of pro-rated state mandated exemption, total value of Consumer Price Index (C.P.I.) reimbursement (as provided by the State), and total reimbursement per municipality.
    2. An exception report that identifies any vehicle with a gross assessed value provided by a city or town that is higher than the 100% Gross Assessed value provided by the DMV for each vehicle make, model, year and Vehicle Identification Number (VIN) (Under current law, the specific value to be used is determined based on age and type of vehicle per the Vehicle Value Commission's annual methodology. See Attachment 3 in the Appendix.)
    3. An exception report that highlights any vehicle record with a Gross Assessed Value that is blank or zero.
    4. Provide the detailed report, including all data per vehicle records, from which the above mentioned aggregate data is derived.
    5. Any other mutually agreed upon reports between the Division and the Vendor.



- d. Within **10 business days** of the successful submission of the last municipality's motor vehicle tax roll, the Vendor is to provide the Division with a statewide report in a format provided by the Division which includes an aggregate of each individual municipality's report based on run request criteria provided by the Division such as the State reimbursable exemption (currently \$500). The Division may request additional runs per year based on minor variable changes such as a different state reimbursable exemption criteria (i.e. \$1,000, \$1,500, \$2,000, etc.) or reimbursable tax rate with 5 business days given for the Vendor to perform each request.
- e. Within **30 business days** of the final submission of the statewide report to the Division (per section d. above), the Vendor is to provide the State with a CD of the entire finalized dataset of all municipalities' motor vehicle information provided in the finalized statewide aggregate report per section (d.) above. Finalized dataset to include 39 text files as well as 39 Microsoft Excel files.

### **Additional Requirements**

- Vendor must provide details of its data storage and backup plan and schedule, supply a business continuity plan, as well as a security plan detailing the security controls and safeguards in place to protect the data processing environment and all reports to ensure that the State's data is secure and always retrievable.
- Vendor must have a firm understanding of the Vehicle Value Commission's motor vehicle valuation methodology (see Attachment 3 in the Appendix).
- Vendor must make themselves available for an interview with the RFP evaluation team, if asked.

### **Important Cycle Dates**

With the exception of the first contract year, below are the important annual cycle dates. Please note that the majority of the annual work will typically be completed within a 4 month period between July and October. Additional runs may be requested during the rest of the year but are not expected to comprise a significant amount of the Vendor's time relative to the other deliverables outlined in this RFP. Please be advised, however, that in the first contract year the busy time period will be delayed to the time when a contract is awarded to the Vendor.

August 30<sup>th</sup> – Deadline for Certified Municipal Motor Vehicle Tax Rolls to be submitted by municipalities to the state and/or the state's Vendor per RIGL 44-34.1-2. Many communities send in their data prior to this date.

Within 10 Business Days of receiving each municipal motor vehicle tax roll submission, the Vendor is to submit reports to the Division outlined in bullet c. listed under the Scope of Work above.

Within 10 Business Days after the successful submission of last municipal certified tax roll, the Vendor is to provide the Division with a statewide reimbursement report detailed in Section d above.

Within 30 Business Days of the final submission of the statewide report to the Division (per section e. above), the Vendor is to provide the Division with the entire finalized database.

If Vendor reporting deadlines are not met, the State, in addition to any other rights it may have, reserves the right to deduct up to \$100 per business day from the monthly payment it owes the Vendor for each report that is overdue.

The Vendor is to be paid based upon a monthly fixed fee on the State's Fiscal Year basis, less a ten percent (10%) percent retainer. Retainage to be paid within 30 days after the end of each fiscal year upon satisfactory Vendor completion and submission of all required deliverables. For the months July through May, the Vendor must submit a monthly invoice to the Division within **15 calendar days** of the close of the prior month, detailing what work had been performed. **For the month of June, the Vendor must submit its invoice within 3 calendar days of the close of the month to allow the state to close its fiscal year end books.**

### **Special Services**

At the request of the Division, the Vendor may perform special projects utilizing the municipal motor vehicle tax roll data on an as needed basis. This includes, but is not limited to, alternative reimbursement formulas which must remain confidential. Upon request for any special project, the successful Vendor must provide a written cost estimate within a timely manner which shall include:

1. A description of the work that will be performed
2. A schedule of the completion of the project
3. Total anticipated expenses for each special request project

Any Special Service shall not commence until a Change Order is issued by the Division of Purchases.

### **SECTION 4: TECHNICAL PROPOSAL**

**Narrative and format:** The separate technical proposal should address specifically each of the required elements:

- 1. Qualifications, Capability and Capacity of the Offeror and/or staff** - This section shall include the following information:
  - a.** A description of the business background of the applicant (and all subcontractors proposed), including the number of years in business.
  - b.** The location of the principal office from which the work is to be performed and the number and composition of professional staff at that office. Include a description of all staff and/or subcontractors proposed to provide the required program services. The description must include a job description for each position outlining duties, responsibilities and concentration of effort (in number of hours/week) as well as résumés, statements of prior experience, education, professional designations and/or training certifications, and qualifications of the Offeror and any known staff, if applicable.

- c. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects and any other prior experience processing municipal tax roll information for purposes of creating reports related thereto. Describe the principal office's experience manipulating a database of this size (approximately 1.1 million records).
  - d. Demonstrate possession of the computer hardware and software to support a database of this size. Please include all relational database types managed by Offeror.
  - e. Litigation and/or Termination – Disclose any known, threatened or pending litigation between the Offeror and any current or past client of the Offeror or any terminated contracts involving the Offeror within the last five (5) years.
2. **Work plan** - Please describe the methodology for which the requested municipal motor vehicle tax roll data will be collected, integrated, processed, and reports from said data generated. Document your ability to collect and report. Describe the plan for collection, management, analysis and storage of the data as well as a business continuity plan.
  3. **References** - Provide references from municipalities or state agencies for whom you have been engaged to consult and describe the nature of the project. If no previous state or municipal experience, provide at least three (3) professional references.

#### **SECTION 5: COST PROPOSAL**

**The contract resulting from this solicitation will be an annual sum which will be paid in equal monthly payments, less a 10% retainage. The retainage will be paid within 30 days after each June 30<sup>th</sup> upon satisfactory Vendor completion and submission of all required deliverables.** The Cost Proposal, shall be stated as one value for the annual cost of the contract and shall be inclusive of all costs and expenses. Cost proposals shall be submitted in a separate sealed envelope; see instructions below. The annual cost for the first year will be paid on an accelerated basis based on the months between the time of the issuance of a Division of Purchases' Purchase Order and June 30, 2017.

This cost proposal should also include a cost for the second year beginning on July 1, 2017 and ending on June 30, 2018.

A cost proposal for the third year beginning on July 1, 2018 shall be submitted by the Vendor to the Division by December 31, 2017.

#### **SECTION 6: EVALUATION AND SELECTION**

The firm will be selected by the State based on the relevant qualifications and experience of the proposing firm, individual or organization. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any and all proposals submitted, to request any additional information from any and all proposers, and to negotiate separately with any and all proposers and to act in its best interest.

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any Technical Proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (Vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Qualifications, Capability and Capacity of the Offeror and/or Staff	50 Points
Work plan	10 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula: (low bid / vendors bid) \* available points.

Points will be assigned based on the Offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 7: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference the RFP number on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested Offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP #7551075 Data Processing – MV Excise Tax”** to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced page 1 due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.

4. A separate, signed and sealed **Cost Proposal** for an annual fixed fee, to be paid in equal monthly installments minus a 10% retainage to be paid within 30 days after the end of the fiscal year upon satisfactory Vendor completion and submission of all required deliverables. The Cost Proposal, shall be stated as **separate annual costs** of the contract for the first contract year beginning at the time of issuance of a Division of Purchases' Purchase Order and ending June 30, 2017 and the second contract year beginning July 1, 2017 and ending June 30, 2018 and shall be inclusive of all costs and expenses for each year, respectively. Cost proposals shall be submitted in a separate sealed envelope, clearly marked "Cost Proposal" with the RFP number. The entire first year annual cost will be paid on an accelerated basis based on the months between the time of the issuance of a Division of Purchases' Purchase Order and June 30, 2017.
5. In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

## CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract, to request best and final offers, or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by Offerors clearly in consideration for award.

## **Section 8 - Appendix**

## Attachment 1 – Insurance

All Contractors, and Contractors shall require all subcontractors, to procure at their own cost and expense and maintain in full force and effect during the entire term of the Agreement until all of their obligations have been discharged, including any warranty periods or extended reporting periods, against any claims, damages (including costs and attorneys' fees) or causes of action that may arise from or in connection with the performance of the Agreement and the results of the performance of the Agreement, by the Contractor, its agents, representatives, officers, employees, subcontractors or any other entity or person which the Contractor is legally responsible, the following insurance coverages:

Commercial General Liability Insurance: Commercial General Liability Insurance covering bodily injury (including death), broad form property damage, personal and advertising injury liability, independent contractors, products and completed operations and contractual liability. Coverage shall be written on an occurrence basis. A combined single limit of \$1,000,000 per occurrence and aggregate is required.

Auto Liability Insurance: \$1,000,000 combined single limit per occurrence and aggregate is required for bodily injury and property damages for all automobiles used in conjunction with the performance of this Agreement covering all owned, non-owned, or hired vehicles. If a Contractor does not own an automobile, but one is used in the performance of this Agreement, then only hired and non-owned coverage is required. If a vehicle is not used in performance of this Agreement, then automobile coverage is not required.

Workers Compensation and Employers Liability: Statutory coverage as required by the compensation laws of the State of Rhode Island or any applicable state law in which any work related to the Agreement is performed and coverage shall include Employers Liability Insurance with minimum limits of \$100,000 each accident, \$100,000 disease or policy limit, \$100,000 each employee. A Contractor neither eligible for, nor entitled to, Workers' Compensation who is an independent contractor under Rhode Island law must comply with the statutory procedure precluding an independent contractor from bringing a workers' compensation claim against the Insured Parties.

Technology Errors and Omissions Coverage: Technology Errors and Omissions Insurance covering any damages caused by an error, omission or any wrongful acts of contractor, its subcontractors, agents, officers or employees under this Agreement. Coverage to include: product failure, security failure, professional liability including, but not limited to, covering intellectual property infringement, and personal injury if limited or uninsured under commercial general liability insurance. Coverage to be maintained for the term of the Agreement and for a period of three years after the Agreement has ended. Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.

The State, its departments, agencies, officers, volunteers, and any other party directed by the State (together the "Insured Parties") will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this Agreement shall not be limited by the insurance required in this Agreement.



The liability insurance coverages, except for Workers Compensation, shall include the Insured Parties as Additional Insureds but only with respect to the Contractor's activities under this Agreement. The Contractor shall submit a copy of a policy endorsement or blanket endorsement evidencing the Insured Parties as Additional Insureds.

This insurance shall be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophic form and must be placed with insurers authorized to do business in Rhode Island rated "A-," class VII or better by A.M. Best Company, Inc, provided any excess policy follows form for coverage. A lesser rating must be approved by the State. The insurance required in this Agreement, through a policy or endorsement shall include:

- A) A Waiver of Subrogation waiving any right to recovery the insurance company may have against the Insured Parties.
- B) A provision that Contractor's insurance coverage shall be primary as respects to any insurance, self- insurance or self-retention maintained by the Insured Parties and that any insurance, self-insurance or self-retention maintained by the Insured Parties shall be in excess of the Contractor's insurance and shall not contribute.
- C) Cross-liability/severability of interests for all policies and endorsements;
- D) The insolvency or bankruptcy of the insured Contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Contractor from meeting the retention limit under the policy; and,
- E) The legal defense provided to the Insured Parties under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for the Insured Parties is necessary.

Any deductible, self-insured retention, or form of self-insurance shall be the sole responsibility of the Contractor and shall be disclosed and acceptable to the State.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty days (30) written notice from the Contractor or its insurer(s) to the Department of Administration, Division of Purchases Attn: Purchasing Agent, One Capitol Hill, Providence, Rhode Island 02908. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this Agreement.

As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to The Department of Administration, Purchasing Division before issuance of a Purchase Order by the Division of Purchases. A copy of additional insured wording from the commercial liability insurance policies will be sent along with the insurance certificate. Failure to comply with this provision shall result in rejection of the bid offer. Certificates of Insurance and required endorsements shall thereafter be submitted annually or earlier upon expiration and renewal of any of the policies.

Certificates of Insurance and additional insured endorsements shall be in form and coverage acceptable to the State. All Certificates of Insurance and to the extent possible for endorsements shall reference the State procurement number. Insurance coverage required under the Agreement shall be obtained

from insurance companies acceptable to the Department of Administration. State retains the right to demand a certified copy of any required insurance policy, Certificate or endorsement.

The Contractor shall be responsible to obtain and maintain insurance on any real or personal property owned, leased or used by or otherwise in the care, custody or control of Contractor. A waiver of subrogation shall apply in favor of the Insured parties.

This Attachment 1- Insurance shall survive the termination or expiration of the Agreement.

The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

**Attachment 2**

**CHAPTER 44-34.1**

**Motor Vehicle and Trailer Excise Tax Elimination Act of 1998**

**SECTION 44-34.1-1**

**§ 44-34.1-1 Excise tax phase-out.** – (a)(1) Notwithstanding the provisions of chapter 34 of this title or any other provisions to the contrary, the motor vehicle and trailer excise tax established by § 44-34-1 may be phased out. The phase-out shall apply to all motor vehicles and trailers, including leased vehicles.

(2) Lessors of vehicles that pay excise taxes directly to municipalities shall provide lessees, at the time of entering into the lease agreement, an estimate of annual excise taxes payable throughout the term of the lease. In the event the actual excise tax is less than the estimated excise tax, the lessor shall annually rebate to the lessee the difference between the actual excise tax and the estimated excise tax.

(b) Pursuant to the provisions of this section, all motor vehicles shall be assessed a value by the vehicle value commission. That value shall be assessed according to the provisions of § 44-34-11(c)(1) and in accordance with the terms as defined in subsection (d) of this section; provided, however, that the maximum taxable value percentage applicable to model year values as of December 31, 1997, shall continue to be applicable in future year valuations aged by one year in each succeeding year.

(c)(1) The motor vehicle excise tax phase-out shall commence with the excise tax bills mailed to taxpayers for the fiscal year 2000. The phase-out, beyond fiscal year 2003, shall be subject to annual review and appropriation by the general assembly. The tax assessors of the various cities and towns and fire districts shall reduce the average retail value of each vehicle assessed by using the prorated exemptions from the following table:

Local Fiscal Year State fiscal year

Exempt from value Local Exemption Reimbursement

fiscal year 1999 0 \$1,500

fiscal year 2000 \$1,500 \$2,500

fiscal year 2001 \$2,500 \$3,500

fiscal year 2002 \$3,500 \$4,500

fiscal years 2003, 2004

and 2005 \$4,500 \$4,500

for fiscal year 2006 and \$5,000 \$5,000

for fiscal year 2007 \$6,000 \$6,000

for fiscal years 2008, 2009 and 2010 the exemption and the state fiscal year reimbursement shall be increased, at a minimum, to the maximum amount to the nearest two hundred and fifty dollar (\$250) increment within the allocation of one and twenty-two hundredths percent (1.22%) of net terminal income derived from video lottery games pursuant to the provisions of § 42-61-15, and in no event shall the exemption in any fiscal year be less than the prior fiscal year.

for fiscal year 2011 and thereafter, the exemption shall be five hundred dollars (\$500). Cities and towns may provide an additional exemption; provided, however, any such additional exemption shall not be subject to reimbursement.

(2) The excise tax phase-out shall provide levels of assessed value reductions until the tax is eliminated or reduced as provided in this chapter.

(3) Current exemptions shall remain in effect as provided in this chapter.

(4) The excise tax rates and ratios of assessment shall be maintained at a level identical to the level in effect for fiscal year 1998 for each city, town, and fire district; provided, in the town of Johnston the excise tax rate and ratios of assessment shall be maintained at a level identical to the level in effect for fiscal year 1999 levels and the levy of a city, town, or fire district shall be limited to the lesser of the maximum taxable value or net assessed value for purposes of collecting the tax in any given year. Provided, however, for fiscal year 2011 and thereafter, the rates and ratios of assessment may be less than but not more than the rates described in this subsection (4).

*(d) Definitions.*

(1) "Maximum taxable value" means the value of vehicles as prescribed by § 44-34-11 reduced by the percentage of assessed value applicable to model year values as determined by the Rhode Island vehicle value commission as of December 31, 1997, for the vehicles valued by the commission as of December 31, 1997. For all vehicle value types not valued by the Rhode Island vehicle value commission as of December 31, 1997, the maximum taxable value shall be the latest value determined by a local assessor from an appropriate pricing guide, multiplied by the ratio of assessment used by that city, town, or fire district for a particular model year as of December 31, 1997.

(2) "Net assessed value" means the motor vehicle values as determined in accordance with § 44-34-11 less all personal exemptions allowed by cities, towns, fire districts, and the state of Rhode Island exemption value as provided for in § 44-34.1-1(c)(1).

(e) If any provision of this chapter shall be held invalid by any court of competent jurisdiction, the remainder of this chapter and the applications of the provisions hereof shall not be effected thereby.

**CHAPTER 44-34.1**  
**Motor Vehicle and Trailer Excise Tax Elimination Act of 1998**

**SECTION 44-34.1-2**

**§ 44-34.1-2 City and town and fire district reimbursement.** – (a) In fiscal years 2000 and thereafter, cities and towns and fire districts shall receive reimbursements, as set forth in this section, from state general revenues equal to the amount of lost tax revenue due to the phase out or reduction of the excise tax. Cities and towns and fire districts shall receive advance reimbursements through state fiscal year 2002. In the event the tax is phased out, cities and towns and fire districts shall receive a permanent distribution of sales tax revenue pursuant to § 44-18-18 in an amount equal to any lost revenue resulting from the excise tax elimination. Lost revenues must be determined using a base tax rate fixed at fiscal year 1998 levels for each city, town, and fire district, except that the Town of Johnston's base tax rate must be fixed at a fiscal year 1999 level. Provided, however, for fiscal year 2011 and thereafter, the base tax rate may be less than but not more than the rates described in this subsection (a).

(b)(1) The director of administration shall determine the amount of general revenues to be distributed to each city and town and fire district for the fiscal years 1999 and thereafter so that every city and town and fire district is held harmless from tax loss resulting from this chapter, assuming that tax rates are indexed to inflation through fiscal year 2003.

(2) The director of administration shall index the tax rates for inflation by applying the annual change in the December Consumer Price Index – All Urban Consumers (CPI-U), published by the Bureau of Labor Statistics of the United States Department of Labor, to the indexed tax rate used for the prior fiscal year calculation; provided, that for state reimbursements in fiscal years 2004 and thereafter, the indexed tax rate shall not be subject to further CPI-U adjustments. The director shall apply the following principles in determining reimbursements:

(i) Exemptions granted by cities and towns and fire districts in the fiscal year 1998 must be applied to assessed values prior to applying the exemptions in § 44-34.1-1(c)(1). Cities and towns and fire districts will not be reimbursed for these exemptions.

(ii) City, town, and fire districts shall be reimbursed by the state for revenue losses attributable to the exemptions provided for in § 44-34.1-1 and the inflation indexing of tax rates through fiscal 2003. Reimbursement for revenue losses shall be calculated based upon the difference between the maximum taxable value less personal exemptions and the net assessed value.

(iii) Inflation reimbursements shall be the difference between:

(A) The levy calculated at the tax rate used by each city and town and fire district for fiscal year 1998 after adjustments for personal exemptions but prior to adjustments for exemptions contained in § 44-34.1-1(c)(1); provided, that for the town of Johnston the tax rate used for fiscal year 1999 must be used for the calculation; and

(B) The levy calculated by applying the appropriate cumulative inflation adjustment through state fiscal 2003 to the tax rate used by each city and town and fire district for fiscal year 1998; provided, that for the town of Johnston the tax rate used for fiscal year 1999 shall be used for the calculation after adjustments for personal exemptions but prior to adjustments for exemptions contained in § 44-34.1-1.

(c)(1) Funds shall be distributed to the cities and towns and fire districts as follows:

(i) On October 20, 1998, and each October 20 thereafter through October 20, 2001, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the upcoming fiscal year.

(ii) On February 20, 1999, and each February 20 thereafter through February 20, 2002, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the upcoming fiscal year.

(iii) On June 20, 1999, and each June 20 thereafter through June 20, 2002, fifty percent (50%) of the amount calculated by the director of administration to be the difference for the upcoming fiscal year.

(iv) On August 1, 2002, and each August 1 thereafter, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the current fiscal year.

(v) On November 1, 2002, and each November 1 thereafter, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the current fiscal year.

(vi) On February 1, 2003, and each February 1 thereafter, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the current fiscal year.

(vii) On May 1, 2003, and each May 1 thereafter, except May 1, 2010, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the current fiscal year.

(viii) On June 15, 2010, twenty-five percent (25%) of the amount calculated by the director of administration to be the difference for the current fiscal year.

Provided, however, the February and May payments, and June payment in 2010, shall be subject to submission of final certified and reconciled motor vehicle levy information.

(2) Each city, town, or fire district shall submit final certified and reconciled motor vehicle levy information by August 30 of each year. Any adjustment to the estimated amounts paid in the previous fiscal year shall be included or deducted from the payment due November 1.

(3) On any of the payment dates specified in paragraphs (1)(i) through (vii) of this subsection, the director is authorized to deduct previously made over-payments or add supplemental payments as may be required to bring the reimbursements into full compliance with the requirements of this chapter.

(4) For the city of East Providence, the payment schedule is twenty-five percent (25%) on February 20, 1999, and each February 20 thereafter through February 20, 2002, twenty-five percent (25%) on June 20,

1999, and each June 20 thereafter through June 20, 2002, which includes final reconciliation of the previous year's payment, and fifty percent (50%) on October 20, 1999, and each October 20 thereafter through October 20, 2002. For local fiscal years 2003 and thereafter, the payment schedule is twenty-five percent (25%) on each November 1, twenty-five percent (25%) on each February 1, twenty-five percent (25%) on each May 1, which includes final reconciliation of the previous year's payment, and twenty-five percent (25%) on each August 1; provided, the May and August payments shall be subject to submission of final certified and reconciled motor vehicle levy information.

(5) When the tax is phased out, funds distributed to the cities, towns, and fire districts for the following fiscal year shall be calculated as the funds distributed in the fiscal year of the phase-out. Twenty-five percent (25%) of the amounts calculated shall be distributed to the cities and towns and fire districts on August 1, in the fiscal year of the phase-out, twenty-five percent (25%) on the following November 1, twenty-five percent (25%) on the following February 1, and twenty-five percent (25%) on the following May 1. The funds shall be distributed to each city and town and fire district in the same proportion as distributed in the fiscal year of the phase-out.

(6) When the tax is phased out to August 1, of the following fiscal year the director of administration shall calculate to the nearest tenth of one cent (\$.001) the number of cents of sales tax received for the fiscal year ending June 30, of the year following the phase-out equal to the amount of funds distributed to the cities, towns, and fire districts under this chapter during the fiscal year following the phase-out and the percent of the total funds distributed in the fiscal year following the phase-out received by each city, town, and fire district, calculated to the nearest one-hundredth of one percent (0.01%). The director of the department of administration shall transmit those calculations to the governor, the speaker of the house, the president of the senate, the chairperson of the house finance committee, the chairperson of the senate finance committee, the house fiscal advisor, and the senate fiscal advisor. The number of cents, applied to the sales taxes received for the prior fiscal year, shall be the basis for determining the amount of sales tax to be distributed to the cities and towns and fire districts under this chapter for second fiscal year following the phase-out and each year thereafter. The cities and towns and fire districts shall receive that amount of sales tax in the proportions calculated by the director of administration as that received in the fiscal year following the phase-out.

(7) When the tax is phased out, twenty-five percent (25%) of the funds shall be distributed to the cities, towns, and fire districts on August 1, of the following fiscal year and every August 1 thereafter; twenty-five percent (25%) shall be distributed on the following November 1, and every November 1 thereafter; twenty-five percent (25%) shall be distributed on the following February 1, and every February 1 thereafter; and twenty-five percent (25%) shall be distributed on the following May 1, and every May 1 thereafter.

(8) For the city of East Providence, in the event the tax is phased out, twenty-five percent (25%) shall be distributed on November 1, of the following fiscal year and every November 1 thereafter, twenty-five percent (25%) shall be distributed on the following February 1, and every February 1 thereafter; twenty-five percent (25%) shall be distributed on the following May 1, and every May 1 thereafter; and twenty-five percent (25%) of the funds shall be distributed on the following August 1, and every August 1 thereafter.

(9) As provided for in § 44-34-6, the authority of fire districts to tax motor vehicles is eliminated effective with the year 2000 tax roll and the state reimbursement for fire districts shall be based on the provisions of § 44-34-6. All references to fire districts in this chapter do not apply to the year 2001 tax roll and thereafter.

(10) For reimbursements payable in the year ending June 30, 2008 and thereafter, the director of administration shall discount the calculated value of the exemption to ninety-eight percent (98%) in order to establish a collection rate that is comparable to the collection rate achieved by municipalities in the levy of the motor vehicle excise tax.

(11) For reimbursements payable in the year ending June 30, 2010, the director of administration shall reimburse cities and towns eighty-eight percent (88%) of the reimbursements payable pursuant to subdivision (c)(10) above.

(12) For fiscal year 2011 and thereafter, the state shall reimburse cities and towns for the exemption pursuant to subdivision (c)(10) above, ratably reduced to the appropriation.



## Attachment 3

**State of Rhode Island of Providence Plantations  
Rhode Island Vehicle Value Commission  
One Capitol Hill  
Providence, RI 02908**

RULE 2015 – METHODOLOGY FOR DETERMINING THE PRESUMPTIVE VALUE OF MOTOR VEHICLES SUBJECT TO THE EXCISE TAX OF DECEMBER 31, 2015.

### Table of Contents

<b>Section 1</b>	<b>Authority</b>
Section 2	Purpose
Section 3	Regulatory Provisions
Section 4	Severability
Section 5	Effective Date

The following are rules for the methodology for determining the presumptive value of motor vehicles subject to the excise tax of December 31, 2015 adopted pursuant to Section 44-34-11(c)(1) of the General Laws of the State of Rhode Island.

### **Section 1**      **Authority**

- 1.01 Section 44-34-11(c)(1) of the General Laws of Rhode Island directs the Rhode Island Vehicle Value Commission to adopt by rule a methodology for determining the presumptive value of motor vehicles subject to the excise tax.

### **Section 2**      **Purpose**

- 1.01 The purpose of the methodology is to determine the value of motor vehicles using information concerning the make, model, type and year of manufacture to be used in the determination of the excise taxes of December 31, 2015 assessed by each of the cities and towns in Rhode Island

**Section 3**      **Regulatory Provisions - Methodology**

- 1.01 All motor vehicles identified as the 2016 model year shall be valued based upon 100% of the manufacturer's suggested retail price as reflected in official motor vehicle guides such as that of the National Automobile Dealers Association (NADA) for New England.
- 1.02 All motor vehicles identified as 2009 model year up to and including the 2014 model year shall be valued based upon 100% of their clean retail value as reported by the National Automobile Dealers Association (NADA) official used car guides.
- 1.03 All Motor vehicles identified as 1997 model year up to and including the 2008 model year shall be valued based upon 100% of their clean retail value as reported by the National Automobile Dealers Association (NADA) Official Older Used Car Guide and 100% of their low value as reported by the National Automobile Dealers Association (NADA) Classic, Collectible, Exotic and Muscle Car Appraisal Guide to be published in January 2016. In the event of a conflict between the two guides above, the former shall prevail.
- 1.04 All motor vehicles identified as the 1991 model year and older, whether or not the vehicle is an antique motor car as defined in Section 31-1-3(a) of the General Laws of Rhode Island shall be deemed to possess an average retail value of \$500.00.

All motor vehicles more than twenty five (25) years old on June 16, 1990 whether or not the same is an antique motor car as defined in Section 31-1-3(a) of the General Laws of Rhode Island shall be deemed to have an average retail value of \$500.00 or its actual retail value whichever is less.

- 1.05 All motor vehicles identified as the 1992 model year up to and including the 2015 model year that are classified as exotics, classic and or collectible shall be valued based upon 100% of their low retail value reported by the National Automobile Dealers Association (NADA) Classic, Collectible, Exotic and Muscle Car Appraisal Guide to be published in January 2016.
- 1.06 All motor vehicles identified as the 2002 model year up to and including the 2015 model year that are classified as recreation vehicles shall be valued based upon 100% of their used retail value as reported by the National Automobile Dealers Association (NADA) Recreation Vehicle Appraisal guide to be published in January 2016.
- 1.07 All motorcycles identified as 1997 model year up to and including the 2015 model year shall be valued based upon their average retail value as reported by the National Automobile Dealers Association (NADA) Motorcycle / Snowmobile / ATV / Personal Watercraft Appraisal Guide to be published in January of 2016.
- 1.08 Those communities whose fiscal years are other than July 1 to June 30, may for the purpose of complying with section 44-34.1-1 of the Rhode Island General Laws, Excise Tax Phase Out, use the methodology adopted by the Rhode Island Vehicle Value Commission Rule 2014.

***Section 4***     ***Severability***

- 1.01    If any section, term, or provision of this Regulation should be adjudged invalid for any reason, that judgment should not effect, impair, or invalidate any remaining sections, terms or provisions, which shall remain in full force and effect.

***Section 5***     ***Effective Date***

This Regulation shall be effective twenty (20) days from the date of filing with the Secretary of State.

ADOPTED: December 16, 2015

FILED: December 18, 2015

EFFECTIVE: January 7, 2015

## Attachment 4

### Format for Submission of Your Certified Motor Vehicle Tax Roll for Motor Vehicle Excise Tax Reimbursement

Below please find the required data and format for submission of your certified motor vehicle tax roll and phase out detail for reimbursement purposes. Please submit your file to [vendor] in a **.CSV** (comma separated variables) text file (preferred) or **.DBF** (DataBase File) format.

Please email your file to [vendor] at [vendor's email] and cc: [DMF staff member's email] at your earliest convenience but **no later than August 30<sup>th</sup>**. If you or your IT person has any questions regarding the file format, please contact [Vendor] directly at (xxx) xxx-xxxx. Thank you.

#### Field Name Type Width Description for each motor vehicle in the city or town

1	TAXTOWN	Character	2	Town Number
2	ACCOUNT	Character	20	Tax System Account Number
3	NAME	Character	40	Owner Name
4	PLATENO	Character	6	Plate Number
5	PLTYPE	Character	2	Plate Type
6	VIN	Character	20	VIN Number
7	MAKE	Character	5	Vehicle Make
8	MODEL	Character	3	Vehicle Model
9	YEAR	Numeric	4.0	Vehicle Year
10	DAYSOWNED	Numeric	3.0	Days vehicle was owned
11	VALUE	Numeric	8.0	Full NADA/Assessed Value
12	PROVALUE	Numeric	8.0	Prorated Value based on days
13	EXEMVALUE	Numeric	8.0	Personal Taxpayer Exemption not State Exemption
14	NETVALUE	Numeric	8.0	Prorated Value - Exemption Value
15	** Total **			