



**REQUEST FOR PROPOSALS**

**RFP # 2024-08**

**PARKING MANAGEMENT SYSTEM**

**ISSUE DATE:** Tuesday, November 5<sup>th</sup>, 2024

**CLOSING DATE:** Wednesday, December 4<sup>th</sup>, 2024

**CLOSING TIME:** 1:00 P.M., Pacific Time (PT)

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**OREGON INSTITUTE OF TECHNOLOGY  
REQUEST FOR PROPOSALS**

**RFP #2024-08  
PARKING MANAGEMENT SYSTEM**

**SECTION I - INFORMATION REGARDING PROPOSAL**

**INTRODUCTION**

Oregon Institute of Technology (“Oregon Tech”) is soliciting proposals for the replacement of its parking management system. The current software was developed internally with an interface to the Ellucian Banner databases and is becoming obsolete for customization. Therefore, a new system that supports a variety of capabilities is being sought.

**IMPORTANT NOTICE**

It will be the responsibility of potential proposers to refer daily to the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals (“RFP”).

**MANDATORY In-Person or Virtual Pre-Proposal Conference:**

**Date:** Friday, November 15<sup>th</sup>, 2024

**Time:** 10:00 A.M. – 11:00 A.M., PT

**Location:** The mandatory pre-proposal conference will be held in the Sunset Conference Room on the Second Floor of the Student Union located at 3201 Campus Drive, Klamath Falls, Oregon. The meeting is intended to clarify the requested information and provide an opportunity for questions and answers.

The mandatory pre-proposal conference will also be available via Microsoft Teams. Proposers wishing to attend virtually must email [Doug.Tripp@oit.edu](mailto:Doug.Tripp@oit.edu) no later than **5:00 P.M., PT on Tuesday, November 12<sup>th</sup>, 2024** to receive the Microsoft Teams meeting link. The email subject line should contain the solicitation number and name and the firm name.

***In-person or virtual attendance of the Pre-Proposal Conference is required to be eligible to submit a proposal.***

**GENERAL INFORMATION**

**Issuing Office:** Resilience, Emergency Management and Safety (REMS) of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two matters should be appropriately addressed to the contact persons below:

**Content and Technical Specifications**

Doug Tripp, Executive Director of REMS  
Telephone: (541) 885-1225

Email: [Doug.Tripp@oit.edu](mailto:Doug.Tripp@oit.edu)

**RFP Process Questions:**

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk  
Telephone: (503) 821-1266  
Email: [Vivian.Chen@oit.edu](mailto:Vivian.Chen@oit.edu)

**SCHEDULE OF EVENTS**

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date .....	Tuesday, November 5 <sup>th</sup> , 2024
Mandatory Pre-Proposal Conference & Tour .....	Friday, November 15 <sup>th</sup> , 2024 (1:00 P.M., PT)
Deadline for Protest of Specifications .....	Monday, November 18 <sup>th</sup> , 2024 (5:00 P.M., PT)
All Clarifying Questions Due .....	Monday, November 18 <sup>th</sup> , 2024 (5:00 P.M., PT)
Notice of Interest Deadline .....	Thursday, November 21 <sup>st</sup> , 2024 (5:00 P.M., PT)
Closing Date (Proposals Due).....	Wednesday, December 4 <sup>th</sup> , 2024 (1:00 P.M., PT)
Finalist Presentations (if required) .....	Wednesday, December 18 <sup>th</sup> , 2024
Deadline for Protest of Award .....	Seven (7) calendar days after date on Notice of Award letter
Anticipated Contract Begin Date .....	On or around February 3 <sup>rd</sup> , 2025

**GENERAL PROVISIONS**

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapter 580-61 and 580-62 govern the procurement process for Oregon Tech.

**1. Modification or Withdrawal of Proposal.** Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office, prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

**2. Notice of Interest.** The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 P.M., PT, on the date indicated in the Schedule of Events, via email. In the Notice of Interest, the Proposer must provide the name of the primary contact person, plus that person’s current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

**3. Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 P.M., PT, on the date

indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest and on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

**4. Protests of the RFP/Specifications:** Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 P.M., PT, on the date indicated in the Schedule of Events, or within seven (7) business days of issuance of any addendum, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

**5. Addenda:** If any part of this RFP is amended, addendum will be provided on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>), with a copy to all parties who submit the Notice of Interest.

**6. Post-Selection Review and Protest of Award:** Oregon Tech will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR
- (C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the

protest after receipt. This decision shall be final.

**7. Acceptance of Contractual Requirements:** Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

**8. Public Records:** proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET UNDER ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

**“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

**9. Investigation of References:** Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

**10. RFP Proposal Preparation Costs and Other Costs:** Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by Oregon Tech.

**11. Clarification and Clarity:** Oregon Tech reserves the right to seek clarification of each proposal, or to make an award without further discussion of proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear and favorable manner possible.

**12. Right to Reject Proposals:** Oregon Tech reserves the right to reject any or all proposals, if such rejection would be in the public interest, as determined by Oregon Tech.

**13. Cancellation:** Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

**14. Proposal Terms:** All proposals, including any price quotations, will be valid and firm through a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

**15. Oral Presentations:** At Oregon Tech’s sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for the Proposer to clarify or elaborate on the proposal, but will in no material way change Proposer’s original proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written proposals should be complete.**

**16. Usage:** It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

**17. Sample Contract:** Submission of a proposal in response to this RFP indicates Proposer’s willingness to enter a contract containing substantially the same terms listed in Exhibit A – Oregon Tech Sample Contract, attached hereto and made a part hereof (“Sample Contract”). No action or response to the Sample Contract is required under this RFP. Any objections to the Sample Contract terms should be raised in accordance with Paragraphs 3 and 4 of the “General Provisions” of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

**18. Review for Responsiveness:** Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the evaluation committee. If a proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a proposal. The Proposer’s contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

**19. Rejections and Withdrawals.** Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

**20. RFP Incorporated into Contract.** This RFP will become part of the Contract between Oregon Tech and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

**21. Communication Blackout Period.** Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected, and all protests, if any, have been resolved.

**22. Prohibition on Commissions.** Oregon Tech will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

**23. Ownership of Proposals.** All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes, Chapter 192 (Oregon Public Records Law).

**24. Clerical Errors in Awards.** Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

**25. Rejection of Qualified Proposals.** Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions or specifications of the RFP or the Oregon Tech Sample

Contract.

**26. Collusion.** By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, or employee of Oregon Tech has a pecuniary interest in this proposal.

**27. Evaluation Committee:** Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

**28. Commencement of Work:** The Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by Oregon Tech.

**29. Use of Brand or Trade Names:** Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance, and characteristics desired, and are not intended to limit or restrict competition. Proposers may submit proposals for substantially equivalent products to those designated unless this RFP provides that a specific brand is necessary because of compatibility or other requirements. All such brand substitutions shall be subject to approval by Oregon Tech.

**30. Best and Final Offer:** Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of initial proposal received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

## TERM OF CONTRACT

The Contract is expected to begin on or about February 3<sup>rd</sup>, 2025, and extend to February 4<sup>th</sup>, 2030, with an option for annual renewals thereafter, subject to the Contractor's continued successful performance as determined by Oregon Tech. Oregon Tech intends to reserve the right upon thirty (30) days' notice to the Contractor to terminate the Contract for its convenience.

## DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by **1:00 P.M. PT, on Wednesday, December 4<sup>th</sup>, 2024.** Email subject line must be **"Response to RFP#2024-08 Parking Management System."** Proposers are encouraged to telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech' sole discretion.

It is the responsibility of the Proposer to ensure that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:



**Email:** [Purchasing@oit.edu](mailto:Purchasing@oit.edu)

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

## **PROJECT BACKGROUND**

Oregon Tech is Oregon's public polytechnic university with the main campus located in the southwestern part of Oregon. There is a satellite campus (Portland Metro Campus) located in the south Portland-Metro community of Wilsonville. The university also maintains various ancillary facilities (i.e., Hoss Building, Oregon Manufacturing Innovation Center, etc.) in both locations.

The main campus serves approximately 2,000 students, with 600 residing within the campus residential housing. There are approximately 151 faculty and 225 staff in Klamath Falls. The campus has 16 parking lots with a total of 1,534 spaces. The Wilsonville campus serves approximately 560 students, 49 faculty, and 54 staff and does not offer residential housing. There is one (1) parking lot. Parking lots at ancillary facilities may have either dedicated or shared parking lots.

Oregon Tech currently offers virtual permits for staff and students restricted to annual or term permits, with a single payment option through Transact and payroll deduction for employees. Parking enforcement is integrated between the in-house permit program with Ellucian Banner, LPR subscription, and uses Two Technologies Zebra N5Z1 scanners and printers. Parking violation recipients receive physical citations

## **SCOPE OF WORK**

The following outlines the requires (1) General System Requirements, including general, technical and security requirements; (2) Functional Requirements, including permits, parking enforcement and violations, appeals, and reporting and task management; (3) Pricing; and (4) Warranty and Customer Support.

### **1 - GENERAL SYSTEM REQUIREMENTS**

#### **1.1 GENERAL**

##### **Required**

- **Online Portal:** An online portal for Oregon Tech subscribers.
- **Guest Access:** Ability for non-university guests to create an online profile to obtain digital permits, pay violations, or submit an appeal.
- **Mobile App Integration:** Mobile app integration (Android, iOS smartphones) offering digital permits and contactless payments for members of the Oregon Tech community as well as non-university guests.
- **Customer Relationship Management (CRM) Functionality:** Software must act as a CRM record providing client name, address, contact information, permits, vehicles, violations, notes, and appeals on a single page.
- **Real-Time Data Updates:** Modifications to client portal data must be immediately available system wide.
- **Content Management:** Content management tools to customize the client portal.

- **Responsive Design:** Web-based software must work on any device size.
- **Flexible Permits:** Support for zone parking with flexible digital permits (hourly, daily, monthly, term, or annual).
- **User Role Configuration:** Oregon Tech system administrator must be able to configure user roles with specific permissions within the system.
- **Audit Trail:** Must provide an audit trail of all modifications/transactions with prohibitions on modifying the audit trail.
- **Financial Controls:** Support financial integrity controls with auditing and reconciliation tools.
- **Attachment Support:** Secure storage of digital files, images, scanned documents, or other electronic items attached to permits, violations, appeal records, and/or customer accounts.
- **Payment Integration:** Must include options for Mobile Payment App, Tap and Pay, or other similar contactless payment. Ability to offer payment via online portal or through the back-office. Payment processor must be authorized by the Oregon State Treasury and be able to adhere to Oregon Tech financial practices.
- **Customizable Notifications:** Ability to customize the system email address used to send notifications for permit purchase, violations, and appeals.

### Optional

- **Ancillary Facilities and Satellite Campuses:** Ability to centrally or locally manage and enforce parking depending on authorized user permissions. Support for the use of software at ancillary facilities and satellite campuses.
- **Additional Data Integration:** Ability to pull in and display additional information such as addresses/emergency contacts from campus information systems (e.g., Ellucian Banner).

## 1.2 TECHNICAL REQUIREMENTS

### Required

- **Cloud-Based System:** Vendor-hosted cloud-based system with redundant/failsafe servers ensuring 99% uptime.
- **Single Sign-On:** Ability for Oregon Tech subscribers and administrators to authenticate via Single Sign-On using SAML or OIDC.
- **System Maintenance:** Vendor to provide information regarding maintenance, installation of new features, and system testing.
- **Backup and Recovery:** Documentation of backup and recovery policies.
- **Browser Compatibility:** Documentation of supported browsers and any browser-specific limitations.
- **Data Integration:** Integration with Ellucian Banner for faculty, staff, and students, including first name, last name (preferred name if available), address, phone numbers, and user university ID number.

- **Data Conversion:** Proposer to provide conversion or mechanisms for Oregon Tech Information and Technology Services (ITS) to import data from the current parking module to the new system.
- **Application Programming Interface (API) Availability:** Published APIs to facilitate automated management of integration and/or end-user access.
- **Training and Support:** Proposer to provide necessary training and support before going live, and continuing through the lifecycle of the acquired product.

### 1.3 SECURITY REQUIREMENTS

#### Required

- **Encryption Standards:** The website must provide industry-standard encryption and secure personal data and credit/debit card information.
- **Data Encryption:** Data must be encrypted in transit and at rest.
- **Payment Card Industry (PCI) Compliance:** PCI compliance documentation for payment pathways solutions supported by the proposer must be provided. Minimum of PCI-DSSv3.2 Level 1 Service certifications.
- **Vendor Security:** Documentation for all vendors and applications associated with PCI compliance must be provided, along with SAQs and AoCs.
- **US-Based Hosting:** Cloud-hosting tenants and data storage must reside within the U.S.
- **Compliance Documentation:** Hosting facility must have SOC 2 compliance, cyber security insurance, and provide appropriate documentation.
- **Third-Party Vendors:** Information regarding monitoring systems and security procedures for any third-party vendors must be provided.
- **Data Privacy:** Information pertaining to data privacy must be provided.

### 1.4 MOBILE DEVICE/APP

#### Required

- **Mobile Functionality:** Cellular data capabilities, photo capabilities, violation printers, GPS mapping, and vehicle data drop-down menus.
- **Automated License Plate Readers (ALPR) Editing:** Must be able to edit ALPR results if plates are read incorrectly.
- **Information Sync:** Information must be synced with Oregon Tech's parking enforcement system.

#### Optional

- **Vehicle Mounted:** ALPR cameras, in vehicle laptop and violation printer.

## 2 - FUNCTIONAL REQUIREMENTS

### 2.1 PERMITS

#### Required

- **Digital Permits:** System must issue digital permits with the flexibility to create multiple permit types (e.g., annual, term, month, day, hour, etc.) and set individual pricing.
- **Permit Tracking:** Ability to track permit sales to avoid overselling of allocated spaces.
- **Eligibility-Based Registration:** Ability to limit registration options based on eligibility type (faculty, staff, student) through SIS integration.
- **Non-University Guest Permits:** Ability to sell permits to non-university guests online, via APP or in-person.
- **Expiration Controls:** Ability to set expiration dates and times for all types of permits.
- **Multiple Vehicle Registration:** Option to allow multiple vehicles to be registered to the same permit with the ability for permit holders to change vehicles as needed.

## 2.2 PARKING ENFORCEMENT AND VIOLATIONS

### Required

- **ALPR Integration:** Parking enforcement must utilize ALPR and digital permit issuance with immediate attachment of active permit data.
- **Violation Tracking:** System to flag vehicles/permits with multiple violations.
- **GPS Mapping:** Ability to display parking lot either by GPS mapping or manual entry.
- **Violation Printout Customization:** Oregon Tech must be able to customize violation printout format.
- **Payment Due Status:** Ability for Oregon Tech to set payment due status (e.g., 5 days, 7 days) and manage the transfer of violations to ACTIVE Oregon Tech subscriber accounts.
- **Appeal Management:** System to place violations on hold while in the appeal process with automated management of appeal eligibility.
- **Scofflaw Identification:** Ability to identify a vehicle with a preset number of unpaid citations within a defined period of time.
- **Warning Citations:** Ability to issue non-monetary warning citations.
- **Waiver of Citations:** Ability to waive improperly issued citations with supervisory approval.

## 2.3 APPEALS

### Required

- **Online Appeals Module:** Complete online appeals module customizable for submission, adjudication, query, and note-taking.
- **Hidden Identifying Information:** System must hide identifying information from jurors during appeals.
- **Juror Verdict Management:** Jurors must have specified access to verdict menus with automated response to appellants.
- **Email Notifications:** System must send verdict notifications via email to appellants.

## 2.4 REPORTING AND TASK MANAGEMENT

## Required

- **Standard and Ad-Hoc Reports:** Ability to produce pre-defined and ad-hoc reports.
- **Revenue Reports:** Revenue reports by payment type (e.g., mobile app, tap and pay, online portal, credit/debit card, cash, or check).
- **Task Scheduling:** Ability to create and execute system tasks on a scheduled basis, including API and/or batch methods for various transfers and status changes.
- **Customizable Reports:** Ability to edit reports as required for compliance with internal controls.
- **Data Import/Export:** Capability to create file formats for data import/export between the parking management system and other systems.
- **Parking Lot Permit Capacity Reports:** Ability to produce reports to determine permit capacity available in parking lots against the number of permits sold.
- **Enforcement Reports:** Ability to produce reports related to enforcement officer productivity by citation type, locations citations issues, day of week and time of citations issued.

## 3 – PRICING

Proposers must provide a detailed breakdown of all costs associated with the system, including:

- **Initial Purchase:** Cost of system hardware, software and services.
- **Annual Cloud-Based Support:** Annual cost of cloud-based support.
- **System Installation and Data Conversion:** Cost of system installation and data conversion from Oregon Tech's current system.
- **Annual Maintenance and Licensing:** Annual cost of maintenance and software licenses for 5 years.
- **Training:** Proposer to provide training for Oregon Tech staff for program implementation and use as well as the ongoing administration and application of the parking management system.
- **24/7 Customer Support:** Cost included in the annual fee.
- **Ongoing Consulting and Support:** Hourly or per diem rates for consulting and support services outside of the specific projects listed.
- **Travel and Expenses:** All proposed rates shall be inclusive of travel and expenses.
- **Additional Costs:** Any other costs required to fully implement the proposer's program should be separately identified.

## 4 - WARRANTY AND CUSTOMER SUPPORT

### Required

- **Warranty:** Vendor to provide a warranty for a specified period after implementation covering defects and necessary updates.
- **Technical Support:** Vendor must provide 24/7 technical support with clearly defined Service Level Agreements (SLAs).

- **Service Documentation:** Full documentation of services and maintenance contracts.
- **Customer Feedback:** Ability to provide customer feedback on support experiences.

## SECTION II – INFORMATION REQUIRED FROM PROPOSERS

### PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

#### Submission Format

1. The proposal should be written on standard size (8½” x 11”) paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

#### File Size Limit

Proposer’s submission may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

### REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Non-Discrimination and Oregon Tax Laws Certification** sheet, signed by an authorized company official.
2. The proposal must also include the following:
  - a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of the Proposer, address, current telephone number, e-mail address, name and title of the Proposer’s contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind the Proposer.
  - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. **Summary Statement.** The Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than five hundred (500) words) any special considerations Oregon Tech should consider.

### EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the proposal is unclear, Proposers may be asked to provide written clarification. **Proposals that do not specifically address the scope of work or do not include the**

**complete proposal content may be rejected.**

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

1. Background Information	20 points
2. Scope of Work	25 points
3. Cost Summary	25 points
4. Quality of Proposal	15 points
5. References Review	15 points
6. Interview (if applicable)	<u>25 points</u>

**Total Possible: 125 points**



## SECTION III – QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order beginning with question 1 by restating the question, then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

### **1. Background Information**

Description of past experience in the successful completion of similar services for higher education. Experience working with Oregon issues preferred. Firms should provide evidence of the successful completion of at least three such projects. Please provide name, address, and current telephone numbers of contact person for such projects.

Identify specific person(s) who would be responsible for the proposed work and include a brief resume for each. Please list references for each person identified including name, address, and current telephone number of an appropriate reference contact person.

### **2. Scope of Work**

Using the Scope of Work as a guide, outline a work plan, with target dates for beginning and completion of essential steps necessary to meet the deadlines.

### **3. Cost Summary**

Pricing and fee schedules should be on an hourly rate and sufficiently descriptive to facilitate acceptance of a proposal. List the not-to-exceed (NTE) amount you propose for consulting services. Pricing should outline all estimated expenses, such as travel, lodging, printing and mailing, and miscellaneous expenses, which are separately reimbursable

### **4. Quality of Proposal**

Proposal is fully compliant and responsive. Responses display a thorough understanding of the scope of work and present a complete recommended approach.

### **5. References Review**

Provide three (3) references from clients your firm has served in the past three (3) years, including one (1) client that has newly engaged the firm in the past three (3) years and one (1) long-term client (i.e., over three (3) years). Provide the name, address, and current telephone number of each reference.

**SECTION IV – CONTRACT TERMS AND REQUIRED DOCUMENTS**

**NOTICE OF INTEREST**

**RFP #2024-08  
PARKING MANAGEMENT SYSTEM**

Name of Consultant/Firm: \_\_\_\_\_

Check One:

\_\_\_\_\_ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

\_\_\_\_\_ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Please email this Notice of Interest no later than Thursday, November 21<sup>st</sup> at 5:00 P.M. PT to [Purchasing@oit.edu](mailto:Purchasing@oit.edu).

**BIDDER/PROPOSER  
NON-DISCRIMINATION AND OREGON TAX LAWS CERTIFICATION**

**RFP #2024-08  
PARKING MANAGEMENT SYSTEM**

I, the undersigned, have read all of the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that the named firm has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

**Certified Minority, Women, or Emerging Small Business**

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business (check all applicable):  DBE  MBE  WBE  ESB

**Certificate of Compliance with Oregon Tax Laws**

I, the undersigned, (check one):

- hereby certify under penalty of perjury that I am not in violation of any Oregon Tax Laws.
- hereby certify under penalty of perjury that I am authorized to act on behalf of the firm herein named and to the best of my knowledge, such firm is not in violation of any Oregon Tax Laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by Oregon Revised Statutes (ORS) 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one):  Corporation  Partnership  Sole Proprietorship  
 Governmental/Non-Profit  Limited Partnership  Limited Liability Partnership  
 Limited Liability Company

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**EXHIBIT A**

**OREGON TECH SAMPLE CONTRACT**

[Please see attached.]