Request for Information – RFI
Issued jointly by
International Registration Plan, Inc. and
International Fuel Tax Association, Inc.
Electronic Credentials Task Force

February 14, 2018
Introduction

The joint Electronic Credentials Task Force, established through International Registration Plan, Inc. (IRP, Inc.) (www.irponline.org) Board of Directors, is seeking information from qualified vendors and other interested parties on a system to provide electronic verification access to IRP cab card and IFTA license data for roadside enforcement and for jurisdictional administrative staff. This system should have the ability for future expansion to include clearinghouse and report generation potential as well as verification of records for other motor carrier regulatory requirements. The purpose of the RFI is to obtain specific information on various options that the Task Force should consider, as well as estimated cost for the different options.

Recipients

Vendors familiar with commercial motor vehicle registration and fuel tax programs (IRP and IFTA) as well as other interested parties who may wish to offer insights on this initiative.

Process

The RFI will be released to potential vendors with experience in the commercial motor vehicle community. Additionally, any other interested parties are welcome to respond. In order to participate, Vendors shall acknowledge receipt of the RFI documentation and send a formal response to the designated contact of their intent to respond. The RFI process may be used to develop an RFP.

Timeline

The following timeframes will be followed during the process:

- Release of RFI: February 14, 2018
- Expression of Interest: February 28, 2018
- Vendor Questions Due: March 9, 2018
- Answers to Questions provided: March 30 2018
- Response to RFI Due: April 14, 2018
- Review of RFI’s completed: May 12, 2018
- Possible vendor conferences: TBD
Response Instructions

All responses to the RFI should be emailed to Tim Adams at tadams@irpinc.org by 5pm ET on April 14, 2018. Responses shall provide a thorough overview of the responder’s capabilities. Responses may be submitted in either DOC or PDF files.

Expression of Interest

Should your organization consider responding to the RFI, please express your interest by emailing Tim Adams at tadams@irpinc.org by 5pm ET on February 28, 2018.

Please note that a vendor may still respond even if they fail to express interest by the required date. However, any who do not respond by the required date may not receive responses to any vendor questions received.

Questions on Project

Questions pertaining to the RFI and/or project should be emailed to Tim Adams at tadams@irpinc.org. Any questions should be submitted by March 9, 2018.

Responses to any questions will be sent to any potential vendors who have asked questions and to all vendors that provided an expression of interest by the required date.

Organizational Overview

The IRP

The International Registration Plan (IRP) is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of apportionable registration fees on the basis of total distance operated in all jurisdictions. Currently, the 48 continental U.S. states, the District of Columbia and 10 Canadian Provinces are members of IRP and issue IRP credentials.

Impact

IRP facilitates the registration of over 2.6 million commercial motor vehicles and the collection of over 2.8 billion dollars in revenue for jurisdictions each year. IRP helps to ensure a smooth registration process and strives to positively impact safe, efficient and effective operations for commercial motor vehicles in North America.
IRP, Inc.

The International Registration Plan, Inc. (IRP, Inc.) is the official repository of the Plan, with the core purpose being to facilitate the effective registration and safe movement of interstate commercial motor vehicles by supporting jurisdictions and industry with the administration of and compliance with the IRP.

IRP, Inc. provides and supports the application of the IRP Clearinghouse which is a system to facilitate the electronic exchange of data and registration fees among the IRP member jurisdictions. In 2017 over $945 million dollars were netted and exchanged through the IRP Clearinghouse.

For more information on IRP, visit www.irponline.org.

International Fuel Tax Agreement (IFTA)

The purpose of this Agreement is to promote and encourage the fullest and most efficient possible use of the highway system by making uniform the administration of motor fuels use taxation laws with respect to motor vehicles operated in multiple member jurisdictions. Currently, the 48 contiguous continental U. S. states and the 10 Canadian Provinces are members of IFTA.

International Fuel Tax Association, Inc. (IFTA, Inc.)

IFTA, Inc. was incorporated to administer and manage the International Fuel Tax Agreement. To that end, IFTA, Inc. provides services to its membership to assist in the electronic collection of data and electronic distribution of highway motor fuel use taxes through the development and maintenance of the IFTA, Inc. Clearinghouse. In 2017, IFTA, Inc. netted, collected, and distributed $402,780,824 USD and $22,384,973 CAD through the Clearinghouse and funds netting process.

Statement of Need

The Task Force is requesting information from interested parties for an electronic solution to provide current and accurate IRP and IFTA (possibly the Unified Carrier Registration (UCR) and other Commercial Motor Vehicle (CMV) credentials) status to roadside law enforcement and jurisdictional administrative offices.

The focus of the Task Force is to move away from paper credentials for both IRP and IFTA. In lieu of the paper credentials requirements, only an electronic record would be issued and verification or validation would be done via the use of whatever system is determined to provide the most efficient and effective process. Jurisdictions currently
have the electronic record, however, a thorough and timely process for electronic verification does not exist for all qualified motor carriers and vehicles.

As part of the project, there have been discussions of tying the IRP and IFTA records together to verify or validate that the vehicle in question is not only properly registered for IRP but also properly licensed for IFTA as well.

The Task Force has discussed several options for the necessary data system and have determined that there are many variables that will impact the decision on which way to go. This process needs to be able to accommodate data from all jurisdictions including Canadian jurisdictions. It is understood that not all States and Provinces have the same sort of privacy or data sharing requirements, therefore, whatever type of system or process we decide to go with, it must meet the requirements that will allow full participation.

Examples of potential systems include but are not limited to the following. The Task Force encourages alternative options:

- A new standalone central database that would contain both IRP and IFTA data
  - Jurisdictions would update the data base in a timely manner (real-time as yet to be defined)
- A pointer system that would contain IRP and IFTA header records and would point to the jurisdictional authoritative system for verification and validation of credentials
- A hybrid of the two where there would be both a central database and a pointer system is used
  - The purpose for the dual type of approach would be to accommodate the requirements of jurisdictions where sharing of the required data fields may be prohibited from being stored in an outside data source such as the centralized database.
- Leverage existing systems

While the jurisdictional administrative offices will utilize the data source being identified, the law enforcement community will be the primary user of the system to validate and verify the status of a commercial motor carrier and vehicles IRP and IFTA credentials. It is known that there are access issues at times for roadside officers when they are in an area that may have limited or no reception for either internet or cellular service. Therefore, any solution must provide a possible remedy to accommodate this situation when it arises.
Response Requirements

Interested parties should respond to the RFI by submitting the requested information to the Task Force. The information should include respondent's capabilities, services offered and the tools necessary to support the project.

The following information should be included with the response to the RFI:

- A cover letter that provides a brief overview of your organization, qualifications and the main point of contact including address, email address and phone number.
- Brief company history
- Brief explanation on a few recent projects of similar size and complexity
- Organizational location
- Organizational structure

Detailed Recommended Approach

Please provide details on your recommended approach to provide the solution the Task Force is seeking. Note that the Task Force is interested in solutions that may be in addition to the four that have been identified in the RFI.

In addition to providing a recommended solution, it is requested that each response also include a preliminary cost estimate for their proposal. This cost estimate should include the cost of development, implementation and estimate of annual ongoing maintenance cost.

Please note that this will be understood to be only an estimate based on best information available at the time of the preparation of the RFI. Additionally, while it may be very hard to provide a reasonable estimate on jurisdictional cost, it is requested that responders provide a reasonable estimate of total anticipated jurisdictional costs.

The proposed solution should address the following:

- System description and concept of operations
- Architecture, hosting and maintenance considerations, as applicable
- Methodology or approach for planning, developing and implementing the program
• Include timelines
• Governance models, financial, ownership

• Strategy for requirements gathering and analysis

• Describe how end users will access the data in all areas of the continental US and Canadian Provinces.

• Security of data (including security of data requirements in the U.S. and Canada)

• Privacy of data (including privacy requirements in the U.S. and Canada)

• Quality Control

• Report generation potential

• Clearinghouse operation potential

Questions
Please submit questions to Tim Adams at tadams@irpinc.org by March 9, 2018.

Confidentiality

The information contained in this RFI includes, and other information that may be provided by IRP and IFTA in conjunction with this potential procurement may include, non-public, confidential and proprietary information concerning the project described in this RFI, IRP, IFTA and their member jurisdictions (Confidential Information), the disclosure of which could cause irreparable harm. Each recipient of this RFI agrees to the following:

• You agree to keep all Confidential Information strictly confidential at all times, even after the project has been completed.

• You will not use any Confidential Information for any purpose whatsoever except for the purpose of responding to the RFI and pursuing a possible business relationship with IRP/IFTA.

• You will not disclose, divulge, or transfer, either directly or indirectly, any Confidential Information to any third party without the written consent of IRP;
• You will maintain the confidentiality of the Confidential Information by using the same degree of care (which shall be no less than reasonable care) as you use to protect your own confidential information.

IRP will treat as confidential any non-public information that we first receive from you in our discussions about the transaction contemplated by the RFI and your response, if any, to the RFI (other than information that we also receive from other sources, or that we independently develop ourselves). Except to the extent agreed in a future confidentiality or nondisclosure agreement between you and IRP or IFTA, neither IRP nor IFTA acknowledges as binding any confidentiality provisions contained in any response you submit in response to the RFI.

Conflict of Interest Statement

In your response, please answer the following questions:

• Please describe how your organization would benefit in any financial or other way as the result of the development of requirements concerning electronic IRP or IFTA credentials?

• Please identify existing direct or indirect business relationships of your organization (or organizations under common ownership or control with your organization) with member jurisdictions of IRP or IFTA.