

Washington State Department of Transportation

Request for Information (RFI)

RFI-2016-0414

for

Aircraft Registration System Replacement

All communication between the RFI responders and WSDOT shall be with the RFI Coordinator.
The RFI Coordinator is the **SOLE POINT OF CONTACT** at WSDOT for this procurement.

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REQUEST FOR INFORMATION (RFI)

WSDOT Aircraft Registration System Replacement

1. Introduction

The Aviation Division of the Washington State Department of Transportation (WSDOT) currently processes registrations and exemptions for about 6000 aircraft per year from its headquarters located at the Olympia Regional Airport. A software system named AIRS (Aviation Internet Registration System) was built by WSDOT's Office of Information Technology in 2003 that allowed pilots, aircraft mechanics and aircraft owners to register annually as required by state law at that time. In 2005 the State revoked the laws requiring pilots and aircraft mechanics to register.

Since that time the AIRS web-based user interface has not changed significantly; however web pages, and the features they provide to web users, have advanced dramatically leaving the current system lacking in modern conveniences (aka user friendliness).

WSDOT is considering two paths to remedy the situation: 1) put a new face on the current MS/SQL-Server based system to make it more user friendly and to add several needed features currently lacking. 2) Acquire commercial off the shelf (COTS) software that addresses the aircraft registration.

Through this RFI the WSDOT Aviation Division is seeking information about commercial off the shelf (COTS) software designed to meet the needs of aircraft registration by this state, either out of the box, through configuration or via software customization.

This Request for Information (RFI) invites interested Vendors to present their technical ability and software capability in meeting WSDOT's aircraft registration requirements.

WSDOT would also appreciate receiving feedback from Vendors who feel their product is not a good match for this project; WSDOT would still appreciate receiving an abbreviated response explaining that opinion.

1.1 AIRS Requirements

WSDOT's business objectives, SHB2413, and Chapter 47.68 RCW for WSDOT's envisioned Aircraft Registration System Replacement will be available for downloading the WSDOT Website at: <http://www.wsdot.wa.gov/Business/Contracts/> and the Washington Electronic Business Solution (WEBS) website at <https://fortress.wa.gov/ga/webscust/>.

WSDOT's intent in posting these requirements documents is to focus Vendor responses on software options that address WSDOT's specific needs for an Aircraft Registration System Replacement. Aspects of these requirements may be adjusted if a particular software offering works more efficiently or can be customized to support the WSDOT business model.

2. RFI Schedule

Release RFI	April 14, 2016
Vendor Questions Due by 4:00pm PT*	April 20, 2016
Responses to Vendor Questions	April 25, 2016

Vendor Submissions Due by 4:00 PM, PST*	May 2, 2016
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*Pacific Standard Time

WSDOT reserves the right to revise the above timeline.

3. Administrative Requirements

3.1 RFI Coordinator

Vendor communications concerning this RFI should be directed to the RFI Coordinator listed below.

RFI Coordinator	Jolena Missildine
Address	Washington State Department of Transportation Administrative Contracts Office P.O. Box 47408 Olympia, WA 98504-7408
Phone	(360) 705-7548
E-mail	missildj@wsdot.wa.gov

3.2 Vendor Questions

Vendor questions regarding this RFI will be allowed until the date and time specified in the Schedule (Section 2). Vendor questions must be submitted in writing (e-mail acceptable) to the RFI Coordinator. An official written WSDOT response will be provided for Vendor questions received by this deadline. Written responses to Vendor questions will be posted in WEBS and on the WSDOT web site at: WSDOT Website at: <http://www.wsdot.wa.gov/Business/Contracts/> and the Washington Electronic Business Solution (WEBS) website at <https://fortress.wa.gov/ga/webscust/>.

The Vendor that submitted the questions will not be identified. Verbal responses to questions will be considered unofficial and non-binding. Only written responses posted to the WSDOT web site and WEBS will be considered official and binding.

3.3 Response Preparation Instructions

WSDOT requests that vendors respond by completing Appendix A, B, and C with the information requested.

Vendors are to provide responses in an electronic format such as Adobe Acrobat or Microsoft Word. **All communications must reference the RFI acquisition number RFI-2016-0414 in the subject area.** This will assist in our review process.

Responses to this RFI should be submitted to the RFI Coordinator no later than 4:00 p.m. May 2, 2016, Pacific Standard Time (PST), as appropriate. Please do not cut and paste your responses into this RFI. Instead, provide your response as a separate document and include numbers

referencing the RFI section to which you are responding. Only one electronic copy need be submitted.

Please submit responses to the RFI Coordinator. The RFI Coordinator may email an acknowledgement of receipt to the submitting Vendor.

3.4 Requested Information

We request that vendors review our current business process available at the above web link, and then:

- Fill out Appendix A (< 5 minutes) – Vendor Product Overview: what is the name of the vendor, the product and who can we contact for further discussion
- Fill out Appendix B (10 minutes +) – What recommendations does the Vendor have for WSDOT regarding the requirements for an Aircraft Registration System Replacement?
- Optionally fill out Appendix C – (20 minutes +) – Which of WSDOT’s needs are met by the Vendor’s product? (if you believe that there is not enough overlap between our needs and your product, we’d still like to receive a response to Appendix A and B from you so that we know that you considered our RFI)

3.5 Request for Information Process

After a review of the Request for Information (RFI) responses and assessment of the marketplace, the Washington State Department of Transportation may or may not choose to issue a formal solicitation for an Aircraft Registration System Replacement.

Participation in the RFI process is not a requirement for any subsequent competitive procurement, although the results of this RFI may be used to build and refine a formal solicitation.

WSDOT reserves the right to refrain from issuing a formal solicitation or any other formal solicitation document for this product. **This RFI is not a formal solicitation and no contract will be awarded as a result.**

3.6 Cost of Response Preparation

Vendors will not be reimbursed for costs associated with preparing or presenting any response to this RFI.

3.7 Response Property of WSDOT

All materials submitted in proposal to this RFI become the property of the WSDOT. WSDOT has the right to use any of the ideas presented in any proposal to the RFI. Selection or rejection of a proposal does not affect this right.

3.8 Public Records and Proprietary Information

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential will be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Vendor's information marked confidential or proprietary. If a request is made to view Vendor's proprietary information, WSDOT will notify Vendor of the request and of the date that the records will be released to the requester unless Vendor obtains a court order enjoining that disclosure. If Vendor fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Vendor of any request(s) for disclosure for so long as WSDOT retains Vendor's information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Vendor of any claim that such materials are exempt from disclosure.

Appendix A – Vendor and Product Overview

- 1. Vendor Name: (what is the name of your company?)**
- 2. Vendor Contact Information: (how can we contact you – phone, email, postal and mail)**
- 3. Brief Product Overview: (tell us about your product and how it is utilized.)**

Appendix B - Vendor's Recommendations

1. Given your knowledge of your aircraft registration product, and the information provided about WSDOT's Aircraft Registration requirements, what would your company recommend?

2. Choose either A, B or C below.

- A. Our product has most of the features that WSDOT needs
- B. Our product has some of the features that WSDOT needs - please take a closer look at our product
- C. Our product is not really suited for WSDOT's needs

3. Additional Comments:

4. Vendor as a Source for building a specialized Aircraft Registration System Replacement for WSDOT:

If WSDOT decided to proceed with an RFQQ to seek a vendor with aircraft registration software development experience to build a product for us, would your organization be interested?

Appendix C – Comparison of Features

Optional – Please fill this section out if you believe that there is substantial coverage of our needs by your product.

Business Needs

#	WSDOT Needs:	Vendor Response (Choose 1 Response A: Built Into Our Product B: Available w/Software Modifications C: Not Achievable)	Vendor's Brief Description, Comments or Suggestions
1	Ability to import registration data from our current system to the new system.	A B (or) C	
2	Ability to manage aircraft, owner, registration and payment information	A B (or) C	
3	Ability for users to set up accounts (login/password) and to request changes to aircraft ownership details (with System Admin override capability)	A B (or) C	
4	Ability to provide notifications to Aviation Staff of needed registration status changes	A B (or) C	
5	Ability to receive FAA registration data on a regular basis, store it and perform duplicate searches	A B (or) C	
6	The ability to provide WSDOT's accounting system with daily registration payment data (customization software expected)	A B (or) C	
7	Provides both canned and adhoc reporting for Aviation Staff	A B (or) C	
8	The ability for aircraft owners to pay for, or exempt, some or all of their registrations at their convenience (at one time or in separate transactions) online	A B (or) C	

#	WSDOT Needs:	Vendor Response (Choose 1 Response A: Built Into Our Product B: Available w/Software Modifications C: Not Achievable)	Vendor's Brief Description, Comments or Suggestions
9	The ability to generate the various registration letters/emails and registration cards at the appropriate time.	A B (or) C	