



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

Gateless Parking Pay Station Solution

RFB #2024-033

Issued Date: October 25, 2023

Response Deadline Date/Time: **November 3, 2023, 11:59 p.m. EST**

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – RC: Gateless Parking Pay Station - RFB#2024-033

Response Contact Information:

Strategic Sourcing Manager (SSM): Robin Cyr
Email: UMSResponses@maine.edu and robin.cyr@maine.edu

PURPOSE STATEMENT

The University of Maine System acting on behalf of University of Southern Maine is seeking responses to provide a solution for gateless parking lot/garage pay stations that customers can pay by card without a smartphone. This document provides instructions for submitting responses, the procedure and criteria by which the Respondent(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

Resulting agreement will allow for a five (5) year term with optional five (5) year renewal.

Agreement will allow for future purchases of Paystations, related equipment, products and services.

SCOPE OF SERVICES

The solution must support:

- Outdoor paystation for credit or debit payment transactions
- Connect to University wired network for locations that have a connection or connect via cell service for stations that don't have wired capability or if using a non-University merchant account.. Wireless network service will not be an option.
- Ability to use touchnet global payments and using the University's merchant account
- Use certified P2PE (point to point encryption) technology that will continue to be in compliance throughout the life of the contract.
- Ability to use Planet payments
- White Label capability
- Integration to PRRS LPR enforcement capability
- Pay-as-you go model
- 24/7 customer service at no cost
- Installation of paystation
- Purchase of paystation
- Signage and installation
- Scalability for mobile payments, digital permitting, valet, validations, billing
- Scalable timed permit rules by parking area that can be assigned to multiple parking lots or garages.
- Scalability for Peoplesoft integration at reduced expense for future consideration

SUBMISSION REQUIREMENTS

Submissions are due by **November 3, 2023 on or before 11:59 p.m. EST.**

Submissions will include:

PART 1: Narrative Submission Requirements

The solution must meet the following criteria to be considered in the evaluation. Please provide documentation to support the following requirements:

1. Narrative description of the solutions proven track record to offer full integration with PRRS LPR enforcement capability.
2. Narrative description of the solutions proven track record to offer integration with Peoplesoft.
3. Narrative description of the solutions ability to connect to University network or have optional data use.
4. Narrative description of the solutions ability to use Touchnet global payments.
5. Narrative description of the solutions ability to provide White Label capability.
6. Narrative description of the solutions ability to meet the requirements outlined in Master Agreement, Rider C, University of Maine System, Standards for Safeguarding Information.
7. Narrative description of the solution's hardware and software components, including all end-user facing components at a minimum, and their ability to meet the requirements outlined in Master Agreement, Rider A, Accessibility.
8. Ability to implement the solution prior to December 31, 2023.
9. Narrative description describing how any monthly fees are calculated.

10. Complete the Educause-created Higher Education Community Vendor Assessment Tool (HECVAT). The HECVAT can be found at the [Educause website](#). The HECVAT Full must be completed (and not the HECVAT Lite) as this include both Accessibility and Payment Card requirements

PART 2: COST

Table 1: Solution Pricing

#	Service	Qty	Units	Pricing	Discount	Extended Total
Required Pricing						
1	Paystation one time cost	4				
	Paystation install cost					
2	Paystation Monthly Fees					
3	PRRS Integration (required)					
4	Digital Branding & Signage					
Total Required Pricing						
Optional Pricing						
5	Peoplesoft Integration (optional)					
6	Ticketless Drive-Up Parking Web & Mobile (optional)					
7	Ticketless Permit Parking Web & Mobile (optional)					
8	Reservation System Web & Mobile (optional)					

EVALUATION AND AWARD PROCESS

PART 1: To be considered, the Respondent must meet the following:

- Agreement that the Paystation initiative must start by December 31, 2023.
- Demonstrated success, expertise and responsiveness to client's needs and deliverables as stated in the Purposes and Scope of Services above. Evaluation of the answers provided in the PART 1: Narrative Submission Requirements. Additionally, an evaluation and confirmation of previous experience and skills, through interviews with recent clients, may be required.
 - A PASS will indicate the vendor meets or exceeds the scope of services provided in this document.
 - A FAIL will indicate the vendor did not meet the scope of services provided in this document per the interviews. A FAIL will be recorded and the Respondent's submission will not be considered for award or be considered for Part 2 of the evaluation.

PART 2: Respondent's meeting the criteria listed directly above will be evaluated based on a 100-point scale each.

Cost Evaluation: The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. For purposes of clarification the price evaluation will be completed on longer term pricing provided. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times \text{Points} = \text{pro-rated score}$

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

AWARD

The University reserves the right to award Agreement(s) to one or multiple Respondents, if such award is in the best interest of the University. The University also reserves the right to award only one solution if such an action is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all bid/proposal/submission, in whole or in part, and is not necessarily bound to accept the lowest cost response if that bid/proposal/submission is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

NEGOTIATIONS

The University reserves the right to negotiate with the successful Respondent to finalize a contract. In the event that an acceptable contract cannot be negotiated, the University may withdraw its award. Alternatively, the University may cancel the RFB, at its sole discretion.

AWARD PROTEST

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Executive Director of Strategic Procurement and Services within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d

If this RFB results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

MASTER AGREEMENT

A copy of the Master Agreement is provided as a supplemental document with file name; **03 - 2024-033-RFB-IT-Exhibit A - Master Agreement**

The Master Agreement will allow for:

- Additional Scope: The Contractor shall permit product and services not covered herein to be added by mutual written agreement, without voiding the provisions of the existing agreement. The Contractor, for additional consideration, shall furnish additional such products and services to the University.