



## TOWN OF MIDDLEBURG, VIRGINIA

November 2016

### REQUEST FOR INFORMATION

FOR

### MOBILE DATA PARKING CITATION MANAGEMENT SYSTEM

#### **PURPOSE**

The purpose of this Request for Information (RFI) is to secure information from vendors on available mobile data parking citation management systems that might meet the needs of the Town of Middleburg's parking management program.

The issuance of this RFI does not constitute a commitment to issue a Request For Quotations (RFQ), award a contract or pay any costs incurred in preparation of a response to this RFI. The Town of Middleburg requires that all responding vendors abstain from providing any actual quotes or bids in response to this RFI.

Any information received in response to this RFI will assist the Town staff in finalizing the scope of work and requirements which may be used at a future date in the issuance of a RFQ. Submitting a response to this RFI is not a guarantee in any way that a vendor will be selected for any subsequent RFQ, nor does it preclude any supplier from responding to future procurement opportunities.

#### **ISSUING DEPARTMENTS/POINT OF CONTACT**

The information gleaned from this RFI will be used by the Police Department, Town Treasurer and Town Clerk. For the purposes of this RFI, the Middleburg Chief of Police is the point of contact. Please refer all inquiries to:

Chief A.J. Panebianco  
Town of Middleburg  
P. O. Box 187  
Middleburg, Virginia 20118  
Phone: (540) 687-6633 Ext. 1002  
Email: [chiefaj@middleburgva.gov](mailto:chiefaj@middleburgva.gov)

Any RFI addenda/updates will be made available on the Town's website [www.middleburgva.gov](http://www.middleburgva.gov). Questions must be submitted in writing.

#### **PERTINENT DATES/SUBMISSION INFORMATION**

Final questions must be submitted no later than 10:00 a.m. on Thursday, November 10, 2016.

**Submissions must be submitted by 11:00 a.m., Monday, November 14, 2016 to:**

Town of Middleburg (via USPS)  
P. O. Box 187  
Middleburg, Virginia 20118  
Attn: RFI Response

Town of Middleburg (via delivery service)  
10 West Marshall Street  
Middleburg, Virginia 20117  
Attn: RFI Response

Town of Middleburg (via email)  
[townclerk@middleburgva.gov](mailto:townclerk@middleburgva.gov)  
Subject: RFI Response

**SCOPE**

The Town of Middleburg is interested in transitioning from a manual parking citation management system to a mobile/electronic one. This system ideally should address all aspects of parking citation management from the issuance of a citation through the collection of fines. It should have the ability to generate reports. The submissions should include hardware, software, services, etc. necessary for the operation of the system.

**INFORMATION REQUESTED FROM VENDORS**

Vendors are to respond to the questions listed in Section I. Vendors are encouraged to recommend changes to the project if it is determined, based on their experience, that there is a better approach.

**VENDOR PRESENTATIONS**

The Town of Middleburg may request that vendors provide a presentation of the functionality of the system proposed in response to this RFI. Presentations may be web-based in nature, such as a web conference. All costs associated with such presentation will be borne by the vendor. Promotional items may not be provided at these presentations.

**DISCLOSURE OF PROPOSAL CONTENTS**

All material submitted in response to this RFI becomes the property of the Town of Middleburg and may be returned only at the Town's option. Proposals submitted to the Town may be reviewed and evaluated by persons affiliated with the Town at the discretion of the Town. The Town has the right to use any and all ideas presented in any reply to this RFI. Where confidential or proprietary information is required, the vendor shall mark each page/section in large bold type (PROPRIETARY INFORMATION). All responses to this RFI are subject to the Virginia Freedom of Information Act (FOIA). FOIA permits any requestor to inspect and/or copy any record prepared and maintained or received by the Town in the course of its operations that is not subject to exceptions under the law. IF YOUR RESPONSE CONTAINS A TRADE SECRET OR CONFIDENTIAL PROPRIETARY INFORMATION, YOU SHOULD INCLUDE WITH YOUR RESPONSE A SEPARATE SIGNED WRITTEN STATEMENT TO THAT EFFECT. The Town will determine whether claimed trade secrets or confidential and proprietary information is subject to disclosure.

## **TOWN OF MIDDLEBURG FACT SHEET**

The Town of Middleburg has approximately two hundred (200) public parking spaces, whose time limits have been enforced through a parking meter system in the past. The Town Council has directed the replacement of the parking meters with a signed, timed parking system. In order to facilitate the enforcement of the parking time limits, the Town is seeking to develop a RFQ to automate our parking enforcement system ideally from the point of the issuance of citations through the payment of the fines.

### **SECTION I GENERAL REQUIREMENTS**

#### **GENERAL SUPPLIER INFORMATION**

Interested vendors must submit a response containing, at a minimum, the following information:

1. Brief history of your firm.
2. Brief description of past experiences providing similar services/supplies.
3. Estimated timeframe for completion of the project if a Notice to Award is issued to an RFQ.
4. Description of the warranties/maintenance/support services provided with services/supplies, including response times.

#### **QUESTIONS**

Based upon your past experience, the following questions should be answered in the response to this RFI:

1. Has the Town identified all of the components necessary to complete this project? If not, please provide information on any other necessary components.
2. Provide a list of potential problems that the Town may encounter during this project, including suggestions for addressing them.
3. Are there alternative approaches or options for providing all or a portion of these services that the Town should consider?

#### **RESPONSE FORMAT**

Vendors should respond in a straightforward and concise manner, with specific information provided to the requested information. In order for submissions to be considered complete, the vendor must provide:

1. A transmittal letter (identify any proprietary information if applicable)
2. Response to Section I, General Requirements
3. Any other information which may assist the Town in drafting a RFQ