



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**
(29 Del.C. §§6982(b))

Agreement No. 1658

**COMMERCIAL DRIVER LICENSE (CDL) PHYSICAL
EXAMINATION & CERTIFICATION
PROGRAM ADMINISTRATION**

PROJECT DESCRIPTION

The Delaware Department of Transportation is seeking to establish a five (5) year agreement with a qualified provider to oversee the administration of the Commercial Driver License (CDL) physical examinations, certifications, and recertification program in compliance with the US Department of Transportation, Federal Motor Carrier Safety Administration requirements and 49CFR Section 391.43; Medical Examination; Certificate of Physical Examination.

The selected provider must have examination sites statewide and there must be one site (minimally) in each county within the State.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Maintains 100 percent compliance with the DOT physical exam requirements per the US Department of Transportation Federal Motor Carrier Safety Administration Section 391.43: Medical Examination; Certificate of Physical Examination.
- Develops for approval a plan of action for the reporting of the pre-employment exams to include a response (notification) time of two (2) business days from time of the visit.
- Develops for approval a plan of action for reporting of the “recertification” physicals for current employees to include a response (notification) time of three business days from the time of the visit.
- Develops for approval a plan of action to handle out-of-state pre-employment physicals.
- Provides detailed reports on all physicals performed, to include but not limited to the following: date of physical; type of medical certification received; and the mandated recertification date.
- Provides accurate monthly invoices that separately list those physicals done for pre-employment and those for recertification by work location.
- Assists with litigation hearings and/or any requested and/or required governmental and regulatory audits when/if applicable.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Friday, August 2, 2013.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator
Contract Administration
Delaware Department of Transportation
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**
There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection.
3. **The Consultant shall submit four (4) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **In order to comply with the State of Delaware's Freedom of Information Act**, if firms responding to this Request for Qualifications have any proprietary or confidential information, they should prepare one (1) copy (electronic or paper) of their Expression of Interest with this information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website www.deldot.gov and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

RATING CRITERIA

Major factors/criteria for the establishment of a selection:

CATEGORY	Weight Assigned
Key Staff/Project Team qualifications pertaining to the third-party administration of a CDL Medical Certification Program	25%
Firm resources/capability to accomplish proposed work on schedule and provide physical status as dictated by the timeline	20%
Project understanding/approach/services required especially in conjunction with the two mandated timeframes	20%
Location of the physical examination sites (both for pre-employment and recertification)	15%
Completeness of submissions to include clarity, readability, and presentation of material	5%
Pricing	15%

NOTE: Selection Committee membership appointments are confidential.

CONTACTS

Responses to questions concerning submissions and procedures may be obtained from: Wendy B. Henry Consultant Control Coordinator's Office, Telephone: (302) 760-2531. E-mail address: wendy.henry@state.de.us.

QUESTIONS

Questions regarding this RFQ should be submitted via email to the point of contact listed above. The Department's response to questions will be posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>

OVERVIEW OF SELECTION PROCESS

The Selection Committee will have the responsibility of reviewing all submissions and rating the proposals based on the criteria shown above. Selection will be based solely on the submitted Expressions of Interest. The Department's Professional Services Procurement Manual may be viewed [here](#).

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with their current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DelDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

A. Table of Contents

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

B. Letter of Interest

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location he/she will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DelDOT project within the past five (5) years.

C. Project Organization Chart

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

D. Company Information

- (1) Submit the following packet of information titled "Company Information" to include:
 - (a) Name of entity and address.
 - (b) Name, Title, Telephone Number and e-mail address of Contact Person.

- (c) Address of office where work will be performed.
- (d) Names & Addresses of any sub contracted firms, if applicable. Indicate if the submitting firm has worked with the sub contracted firm previously.
- (e) Names, professional designation, and DOT medical examination certifications of anticipated examination providers. Indicate if the individual is a full-time member of your firm, part-time, on-call, etc.
- (f) Briefly describe your firm's experience providing these services.
- (g) Additional relevant information limited to 1-single sided sheet of paper.

E. Proposed Pricing

Provide proposed fee for examinations and certification/recertification, to include ALL cost:

- (a) Lump sum cost per examination performed.
- (b) Rate for after hours or additional services
- (c) Other fees.

F. Examination Sites

Provide a list, by county, of the proposed examinations sites your firm uses or intends to use. Indicate the office hours for the facility.

G. References

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFQ.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation

State of Delaware

By: Shailen P. Bhatt

Secretary

Dover, DE

July 15, 2013