

**NATIONAL ASSOCIATION OF STATE
PROCUREMENT OFFICIALS (NASPO)**

and the

**Colorado Department of Personnel and
Administration (DPA)**

**REQUEST FOR INFORMATION
(RFI)**

Natural Gas Vehicles (NGV)

RFI No. 12-NASPO-0001-JW

**Response Due Date and Time (Mountain Time in Denver, Colorado):
June 15th, 2012, 5:00 p.m.**

POSTING DATE: APRIL 25, 2012

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Introduction

The State of Colorado Department of Personnel and Administration (Department) in collaboration with NASPO Participating States is interested in receiving information on Original Equipment Manufacturer (OEM) Natural Gas Vehicles (NGV). Additional information on topics not listed but applicable to NGV vehicles is also welcome.

Background

In November of 2011 Governor Mary Fallin of the State of Oklahoma, and Governor John Hickenlooper from the State of Colorado and the Governors from several NASPO Participating States agreed in principle to a “Memorandum of Understanding” (MOU) for the purpose of establishing a coordinated effort between Oklahoma and NASPO Participating States (States) to attract automobile manufacturers in the U.S. to develop a functional and affordable original equipment manufacturer (OEM) fleet natural gas vehicle (NGV) that will also meet public demand. The States recognize the tremendous benefits and unique attributes of clean burning natural gas and understand the significant opportunity Natural Gas Vehicles (NGV) presents to save State and taxpayer dollars by forging an energy future that utilizes domestic energy resources to fuel our nation’s transportation needs. Through the joint solicitation of a Multi-State Request for Proposal (Joint-RFP) that aggregates annual State fleet vehicle procurements, the States will endeavor to provide a demand base sufficient to support the design, manufacture, and sale of functional and affordable OEM NGVs by automotive manufacturers in the U.S. As of April of 2012, Wyoming, Mississippi, Utah, Kentucky, Ohio, Pennsylvania, Maine, West Virginia, New Mexico, Texas, and Louisiana have signed on to support the multi-state joint RFI and RFP solicitation.

Scope of RFI

The purpose of the Request for Information (RFI) is to gather information for a potential future solicitation. RFI's are typically used during the project planning phase where the state cannot clearly identify product requirements, specifications, and purchase options. RFI submissions will not result in the award of a contract.

It is expected that this RFI will result in information that, subsequently, will enable the states to develop a solicitation for one or more products, services or programs to help the states increase NGV vehicle acquisitions and the development and expansion of NGV fueling infrastructure. In anticipation of soliciting a Joint-RFP, the States will endeavor to coordinate with local agencies, municipalities, and companies to determine the number of NGVs each State can commit to purchase and the required specifications necessary to meet fleet needs. The Joint-RFP shall require that the "ultimate" cost of an OEM NGV should be comparably priced to an equivalent gasoline powered model and that warranty and reliability concerns are not compromised. It is recommended that Lifecycle analysis, return on Investment analysis, environmental and health analysis be submitted to support the "ultimate" cost of a NGV vehicle compared to its gasoline equivalent model.

Who Should Respond

The Department of Personnel and Administration (the Department) on behalf of NASPO encourages interested parties to respond to this RFI. "Interested Parties" refers to a person or entity that possesses applicable knowledge and resources and has the capacity to support the Solution. The Department is interested in receiving creative and effective ideas to assist in NASPO's development of a comprehensive solicitation that will meet the demands for NGV vehicles to all NASPO Participating States.

Point of Contact to this RFI

The Purchasing Office for the Colorado Department of Personnel & Administration (DPA), is the point of contact pertaining to RFI. To maintain the integrity of the RFI proposal, and all communications must be referred to and/or coordinated with the DPA Procurement Office, Attention: John P. Weber, CPPO, C.P.M., Contracts Manager at john.weber@state.co.us or 303.866.6484.

Responses should be received on or before **June 15, 2012 at 5:00 PM Mountain Time**. Responses submitted past the deadline may not be considered.

Disclosure of Responses

The Department reserves the right for information submitted in response to this RFI to be reviewed by other NASPO Participating States for purposes of compiling and analyzing possible options. Otherwise, materials submitted in response to this RFI will not be publicly disclosed until such time that a solicitation has been issued and an award has been made by NASPO. At such time, all materials will be made available for public disclosure with the exception of those materials determined by NASPO to be confidential/proprietary.

In the event NASPO determines that a competitive solicitation will not be issued as a result of the RFI process, the materials submitted in response to this RFI will then be made available for public disclosure with the exception of those materials determined by Department to be confidential/proprietary.

A. Confidential/Proprietary Information

Any restrictions of the use or inspection of material contained within the response shall be clearly stated in the response itself. Written requests for confidentiality shall be submitted by the potential offeror, with its response, along with a justification for considering the materials confidential/proprietary. The potential offeror must state specifically what elements of the proposal are to be considered confidential/proprietary.

Confidential/proprietary information must be readily identified, marked and packaged separately from the rest of the response. Co-mingling of confidential/proprietary and other information is NOT acceptable. Responses will not be considered confidential and proprietary. Materials that would not be considered confidential in response to a solicitation will NOT be considered confidential for the RFI response.

This RFI process, as described in Colorado Senate Bill SB08-217, is a public process and all information received will be subject to the Colorado Open Records Act, Title 24, Article 72, Part 2, on public records and the Colorado Sunshine Law, Title 24, Article 6, Part 4, on open meetings.

The Department will not reimburse respondents for any expenses associated with responding to this RFI.

Bid Information and Distribution System (BIDS)

This RFI solicitation is published using the Colorado Bid Information and Distribution System (BIDS). BIDS and its registration information may be linked through the State Purchasing Office (SPO) link at <http://www.gssa.state.co.us>. The BIDS Help Desk can be reached at 303.866.6464 for further assistance.

Inquiries

Respondents may submit email or fax inquiries and questions concerning this RFI to obtain clarification on the RFI questions. All inquiries and questions are due no later than Tuesday May 15th, 2012 at 3:00 PM (MDT). The State Purchasing Office prefers that all inquiries and questions be sent via electronic mail with the RFI number in the subject line and the question number. Inquiries and questions must be submitted by way of one of the following three methods though e-mail is preferred. Answers to respondent questions and inquiries will be posted on BIDS on Monday May 21st, 2012 by 5:00PM MST. The State prefers that all inquiries be sent by electronic mail (with "RFI-12-NASPO-0001-JW" in the subject line) to john.weber@state.co.us. Address written or fax inquiries to:

State of Colorado
Department of Personnel & Administration
633 17th Street, Suite 1600
Denver, Colorado 80202
Attn: John P. Weber, C.P.M., CPPB
Fax: (303) 866-3034
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Response to inquiries (if required) will be published as a modification on the BIDS system in a timely manner. Offeror should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFI. Offerors are responsible for monitoring BIDS for publication of modifications to this solicitation.

Calendar of Events

The process for the RFI will proceed according to the schedule below. The Procurement Office reserves the right to revise this schedule or any portion of this RFI by published Addendum..

RFI Post Date	April 25, 2012
Industry Meeting – Denver, CO	May 9, 2012, 1:00PM MST
Deadline for Submitting Questions	May 15, 2012, 3:00 PM MST
Official Response to Questions	May 21, 2012, 5:00 PM MST
RFI Submission Due Date and Time	June 15, 2012, 5:00 PM MST

Industry Meeting

An Industry Meeting is scheduled for Wednesday, May 9, 2012 in Denver, Colorado at the Department of Transportation Headquarters at 4201 East Arkansas Avenue (just off Colorado Blvd near the Cherry Creek). The purpose of the meeting is to discuss the RFI and start a dialogue with knowledgeable industry representatives.

Meeting schedule is as follows:

Wednesday, May 9 –

- 8:30 am to 11:30 am - Attendee Meeting
- 11:30 am to 1:00 pm – Lunch on your own
- 1:00 pm to 2:30 pm – Industry meeting
- 2:30 pm to 3:00 pm – Break
- 3:00 pm to 4:30 pm – Cooperative Presentation

For planning purposes, you are requested to send an RSVP to the Point of Contact listed above. In the RSVP please include your company name and the number of attendees that will be representing your company.

RFI Submission Procedure

Submittals are required by 5:00PM MST on Friday June 15th, 2012. Submittals should be emailed to the State Purchasing Office (SPO) at; john.weber@state.co.us additionally, due to possible State firewall issues, respondents are encouraged to mail responses on CD to the Sole Point of Contact at the address listed below. All responses and or submittals are required to be in an electronic format specified by the State of Colorado. The RFI questions are attached to this RFI as Exhibit 1. Respondent's answers to each question shall be in Microsoft Excel format. Please be sure to answer questions with as much pertinent detail as possible, but be concise, and summarize whenever practicable.

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Respondents are only required to answer questions that pertain to their business and industry. After all questions and respondent contact information has been entered into Exhibit 1 be sure to save the document by titling the document with your company name, and the initials of the individual who completed the form for easy identification.

Additional information, brochures, environmental and health studies, cost analysis, and specification sheets, etc., can be mailed to:
State Purchasing Office
633 17th Street, Suite 1600
Denver, CO. 80202-3609
Attention: John Weber

In order to fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification verbally, electronically, or in written format.

Information Requested

The Department does not encourage excessive responses. Please respond thoroughly and exactly. It is requested that your response be limited to a total of fifty (50) pages.

All responses shall be listed in Exhibit B of this RFI.

Response Review Process

Completion of the RFI review process is dependent upon the number of responses received. The responses received may be used as background information for the development of a future Request for Proposal (RFP). This RFP would be issued by NASPO. Qualifications and further details will be provided within the NASPO RFP document.

This RFI has been issued solely for information and planning purposes and does not constitute a solicitation. Information about costs and pricing is submitted voluntarily, and is nonbinding on the respondent.

Exhibits

Exhibit A: Memo of Understanding

Exhibit B: Multi-State Natural Gas Vehicle (NGV) Initiative Response Form