

2008 REGISTRATION/DECAL EMERGENCY PROCUREMENT

The DMV Reform Act signed by Governor Sanford initiated a county vehicle registration project which allows county tax offices to be able to issue and print vehicle registration and decal forms. The agency uses forms that have a "nesting decal" feature that is patented by The Standard Register Company and was sole sourced last year. Since that procurement, there are other vendors who have now perfected an equivalent form with the same nesting feature which opened it up to competition.

During the past year, IT problems arose with several pilot project counties accessing the existing software and printing of the forms that had to be corrected before DMV could add all counties to the project and confirm all was clear to proceed.

The agency was then made aware in early March that the 3M material used for the decals was no longer available. The agency immediately began to research materials that were equivalent to the 3M product. The new materials then had to be tested by the Highway Patrol.

An agency requisition and specifications were hand delivered to ITMO June 27 but the solicitation was not posted until July 27 with a closing date of August 15. The intent to award will be posted August 18 and the protest period ends August 29. The agency cannot issue a purchase order to the vendor until August 29 and the Intent to Award cautions vendors not to incur any costs or begin any work associated with the contract until the effective date. In this case, the intended vendor will not order materials or reserve press time until they know for sure they have the contract.

Due to the month delay of the solicitation posting at ITMO and the other mentioned obstacles, an emergency procurement from The Standard Register Company is being made for ¼ of the order to ensure an initial shipment is made on time to the county and field offices and until the solicitation is complete at ITMO. As always, there is a risk of a protest with a solicitation of this high dollar amount which could further delay delivery of these mandated credentials on time. These forms must be available on time to customers as county tax notices will be mailed starting in November and registrations and decals begin to expire.

The DMV Warehouse must at least have an initial shipment of the forms delivered by October 6 for shipment preparation and staff must have sufficient time to check shipment and account for all form number sequences. All county and DMV field offices statewide must have stock no later than October 27 to have sufficient time to check shipment and account for all form number sequences.

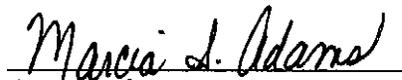
This emergency procurement will ensure the agency has the initial stock on time to check, account for and distribute to the county and DMV field offices by October 27 and until the awarded vendor can make delivery. Standard Register can guarantee on-time delivery of this emergency order since they produced it last year, have the prior year proofs, plates/camera ready copy, and are set up to begin production immediately.

Upon direction by buyer Shirley Conyer at ITMO, I talked with the intended awarded vendor (John Riser from Moore Wallace) today to discuss delivery deadline and he stated they will make every effort to at least deliver a partial order. He stated they will go ahead and send us a test run sample to help save time while we wait through the protest period. Although the intended vendor's material qualified through the solicitation testing and they will make every effort to deliver, the agency has to be realistic and cautious. Since this vendor has never supplied these unique forms to the agency, we must ensure Moore Wallace can perform the job as specified or all will be in vain.

This situation was not a lack of proper planning on the agency's part. The agency has always planned this yearly procurement in a timely manner. However, the county IT access problems, the 3M decal material no longer being available, ITMO issuing the solicitation a month after the requisition was submitted and not being able to issue a purchase order until August 29 hindered this year's procurement efforts for these forms.


Cathy Lucas
Procurement Manager

August 16, 2006
Date


Approved
Marcia S. Adams
Executive Director

August 16, 2006
Date