Request for Information (RFI) from Potential Bidders

To facilitate a robust competitive response to a planned regional cooperative procurement initiative, [insert name of organization] is issuing this RFI to identify potential vendors of alternative fuel vehicles and infrastructure for our Fleets for the Future offering, which is scheduled for spring 2017.

This solicitation will include light, medium and heavy duty vehicles with the following technologies: all battery electric (BEV), plug-in hybrid electric (PHEV), compressed natural gas (CNG), propane and Flex Fuel vehicles (FFV). A separate solicitation will include the equipment needed to build infrastructure to support fueling/charging stations. The procurement strategy intends to create a multi-year contract for administrative economies and building strong participation.

Background

Fleets for the Future (F4F) is an initiative to procure clean sustainable fleets. F4F is a national partnership of regional councils, Clean Cities coalitions, and industry experts tasked with coordinating five regional and one national procurement initiative designed to consolidate bulk orders of alternative fuel vehicles and infrastructure. More information is available at www.fleetsforthefuture.org/.

Vendor Information

The purpose of this RFI is to gain an understanding of the advanced and alternative fuel market and suppliers in the region. The available products and services in the market will influence the subsequent cooperative procurements. Please feel free to attach additional information including brochures, product information and references.

Please provide business name and contact information.

Company ________________________________________________________________

Address ________________________________________________________________

City_________________________ State _____ Zip __________

Contact Person ___________________________ Phone _______________________

Email Address ___________________________ Website ________________________

See the following pages and please fill out the RFI and send it to –

[Insert Contact Information Here]
Fleets for the Future Vendor RFI

Please answer the following questions and provide any additional information and resources you think would benefit the F4F initiative.

1. **What type of business do you represent?** (check all that apply)
   - a) Original equipment manufacturer (OEM)
   - b) Fleet Management Company (FMC)
   - c) Aftermarket retrofit system provider
   - d) Aftermarket retrofit system installer
   - e) Dealership
   - f) Infrastructure provider only
   - g) Other; Specify: ________________________________

2. **What vehicles types and technologies would you be interested in bidding on?** (check all that apply)

<table>
<thead>
<tr>
<th>Vehicle Types</th>
<th>Vehicle Technologies</th>
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</thead>
<tbody>
<tr>
<td>Sedan/SUV/crossover</td>
<td>BEV</td>
</tr>
<tr>
<td>Pickup trucks</td>
<td>PHEV</td>
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<tr>
<td>Light duty vans (class 1-2)</td>
<td>CNG</td>
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<tr>
<td>Class 3-7 work trucks (e.g., utility trucks, dump/ plow trucks, service vans)</td>
<td>Propane</td>
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<td>Class 4-6 shuttle buses</td>
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<td>Refuse trucks</td>
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<td>Transit buses</td>
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<td>School buses</td>
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<td>Other -</td>
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Please list makes and models of vehicles you have to offer and attach product specifications.

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
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3. What refueling infrastructure types would you be willing and able to bid on? (check all that apply and attach product specifications)

a) Electric ____________________

b) CNG ______________________

c) Propane ____________________

d) Ethanol ____________________

4. How many years of experience do you have working with governmental entities at either the Federal, State or Local level (specifically measuring actual contractual relationships)?

a) 10 or more years ____________

b) 6 - 9 years ________________

c) 3 - 5 years ________________

d) 1 - 2 years ________________

e) None ________________

Please describe here or by attachment.
5. Do you have experience with alternative fuel vehicle or infrastructure government contracts?
   a) Yes ______
   b) No ______
   c) Other ______
   Please describe here or by attachment.

6. Do you offer maintenance services or maintenance and safety training for fleet technicians?
   f) Yes, we offer maintenance services ______
   g) Yes, we offer maintenance and safety training ______
   h) Yes, we offer both ______
   i) No, we do not offer maintenance services or training ______
   Please describe your maintenance services or training here or by attachment.
7. Do you offer operator training for your alternative fuel vehicles?

   d) Yes
   e) No
   f) Other; Please specify

Please describe your operator training here or by attachment.

8. What types of financing mechanisms do you offer for public-sector fleets? (check all that apply)

   a) Direct Buy
   b) 3rd Party Financing
   c) Performance Contracting
   d) Commercial leasing (specify types of leases)
   e) Other

Please describe the completeness of your finance terms.
9. Describe any analytical or planning tools you have available to assist fleet managers with their decision to cost-effectively transition to alternative fuel vehicles?

10. Recognizing that the automotive industry typically bids by model year, would you bid on a procurement strategy that requests discounts off manufacturer’s list pricing for the base vehicle and selected options? Please explain. Alternatives that create the best economic model are welcome.

Provide Vendor Registration Information Here

Example: Our solicitations will be advertised on the Mid-Atlantic Purchasing Team (MAPT) website. MAPT is a joint partnership between the Metropolitan Washington Council of Governments (COG) and the Baltimore Metropolitan Council (BMC) to provide cooperative purchasing opportunities to members throughout the region. Interested vendors are encouraged to register under Fleet Services – Vehicles and Equipment Purchases to receive notice of regional offerings relating to this program. The web address is www.midatlanticpurchasing.net.