

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

**Contract Number:** LU214-17-030

This contract entered into this 3rd day of April 2018 by EDC Corporation, hereinafter called the "Contractor" and Commonwealth of Virginia, Longwood University hereinafter called the "Purchasing Agency."

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

**PERIOD OF PERFORMANCE:** From April 3, 2018 through April 2, 2021.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated June 16, 2017:
  - a. The Statement of Needs;
  - b. The General Terms and Conditions together with any negotiated modifications of those General Terms and Conditions;
  - c. The Data Protection Addendum together with any negotiated modification of the Data Protection Addendum;
  - d. The Special Terms and Conditions together with any negotiated modifications of those Special Terms and Conditions;
- (3) The Contractor's Proposal dated July 10, 2017;
- (4) Attachment 1 dated April 2, 2018 and April 3, 2018;
- (5) Attachment 2, the AIMS Software License Agreement, the following agreement, all of which documents are incorporated herein.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

By: 

Ellen Genung  
Title: Vice President  
(Print or Type Name and Title)

Date: April 3, 2018

**PURCHASING AGENCY:**

By: 

P. Kenneth Copeland, Jr.  
Title: Vice President for Administration and Finance

Date: 04/3/18

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Longwood University

April 2, 2018

1. Longwood desires an earlier implementation start date (April 2018). Is this doable?

EDC Response

We can accommodate an April 2018 start date. The earliest we would be able to begin the project is April 16, 2018. The implementation is anticipated to take twelve (12) weeks.

2. Longwood's first choice is for a hosted system; is the annual price in your proposal of \$35,500 EDC's best and final offer?

EDC Response

The \$35,500 is our Best and Final Offer for the proposed configuration, which includes the test environment. This cost could be reduced if you chose to turn the test environment on and off as needed per month. The monthly cost for the test environment is \$625 per month or portion of a month that the test environment is up and running.

It was discussed during the call that the test environment would be needed the first year but after that time period it could be turned off and only turned on when needed.

April 3, 2018

3. Longwood agreed for the initial term of the contract to be three (3) years, but requested two (2) three year renewal options for a potential nine (9) year total length of the contract if all renewals are exercised. This will ensure that the contract terms agree to the AIMS Software License Agreement.

EDC Response

This is acceptable to EDC, however, EDC reserves the right to increase software subscriptions by no more than 5% for subsequent renewals.

4. Longwood requested that item 9 on the AIMS Software License Agreement be modified to reflect the governing law of the Commonwealth of Virginia instead of New York.

EDC Response

This is acceptable to EDC, a modified AIMS Software License Agreement will be provided.

5. Longwood requested that item 10 on the AIMS Software License Agreement be modified to reflect the inclusion of the contract documents.

EDC Response

This is acceptable to EDC, a modified AIMS Software License Agreement will be provided.

Longwood University accepts all of EDC Corporation's responses.

**END OF NEGOTIATIONS**



**PARKING MANAGEMENT SOFTWARE**  
by EDC Corporation

**AIMS SOFTWARE LICENSE AGREEMENT**

EDC Corporation, hereafter referred to as "Licensor", grants a license to use the following software application:

Product:	<b>AIMS Parking Management Software</b>
User Type:	<b>AIMS 3 User, 3 AIMS Mobile, AIMS Web E-Commerce</b>
Serial Number:	<b>04021800181</b>

This Licensing Agreement is subject to the conditions contained within this agreement. The acceptance by the customer listed below, hereafter referred to as "Licensee" is a legal agreement that the licensee agrees to be bound by the licensing conditions contained within this agreement.

Licensee	<b>Longwood University</b>
Address	<b>201 High Street</b>
	<b>Farmville, VA 23909</b>

1. **Grant of License.** Use. EDC Corporation grants the licensee a non-exclusive license to use one copy of the aforementioned software program in accordance with the user license listed within this agreement.

For purposes of this section, "use" means accessing the aforementioned Software from the supplied EDC Hosted Servers for use by client supplied devices. Access is provided via your network, so long as you otherwise comply with this License Agreement at the times during use of the Software.


2. **Copyright.** The Software is owned by EDC Corporation and is protected by United States Copyright laws and international treaty provisions. This Software may not be copied for distribution or redistributed under any circumstances without written permission from an officer of EDC Corporation. You may not copy the written materials accompanying the Software.
3. **Other Restrictions.** This EDC Corporation License Agreement is your proof of license for use of the Software and must be retained by you. This License Agreement must be accepted by signature of an authorized agent of the licensee and an officer of EDC Corporation in order to be valid.

This License is non-transferable and is intended for single agency use. The Licensee is specifically prohibited from using this Software to engage in service contracts or in any other service bureau activities without written consent from licensor. The Licensee has use of the Software provided the terms and conditions of this agreement are upheld and Licensee is current in agreed upon payment schedule. You may not reverse engineer, decompile or disassemble the Software.

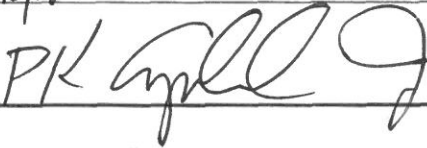
4. **Contract Term.** The Term of this contract is 3 Years from execution, with renewal options at the Licensee's discretion beginning Year 4. EDC Corporation reserves the right to increase software subscriptions by no more than 5% for subsequent renewals. EDC Corporation will provide the Licensee with written notice of any increase in renewal costs, no less than 90 days prior to the renewal period.

5. **Termination Clause.** This contract may be terminated at the end of the contract term should renewal not be elected by the Licensee or granted by the Licensor. EDC Corporation will return to the Licensee all data and related materials upon termination of this contract.
6. **No Other Warranties.** Except as expressly stated herein, the Software is provided "AS IS" without warranty of any kind. EDC Corporation disclaims all other warranties, either express or implied. The licensee bears all risk relating to the quality and performance of the Software.
7. **No Liability for Consequential Damages.** In no event shall EDC Corporation or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits or revenues, business interruption, loss of business information or other pecuniary loss) arising out of the licensee's use of or inability to use this EDC Corporation product, even if EDC Corporation has been advised of the possibility of such damage.
8. **U.S. Government Restricted Rights.** The Software and documentation are provided with **RESTRICTED RIGHTS.** Use, duplication or disclosure by the Government is subject to restrictions as set forth in Subparagraph(c)(1)(iii) of The Rights in Technical Data and Computer Software clause at **DFARS 252.227-7013** or Subparagraph(c)(1) and(2) of the Commercial Computer Software-Restricted Rights clause at **48 CFR 52.227-19**, as applicable. Contractor/manufacturer is EDC Corporation, 13 Dwight Park Dr, Syracuse, New York 13209.
9. **Governing Law.** This Agreement is governed by the laws of the Commonwealth of Virginia.
10. **Effect of Agreement.** This Agreement and the Commonwealth of Virginia's Contract LU214-17-030 embody the entire agreement, and supersedes any prior understanding or agreement, oral or written, relating to the Software.

Accepted by Licensor:

Name:	Ellen Genung
Title:	Vice President
Date:	April 3, 2018
Signature	

Accepted by Licensee:

Name:	P. Kenneth Copeland, Jr.
Title:	Vice President for Administration and Finance
Date:	4/3/18
Signature	



RFP #LU214-17-030

## **Parking Management System**

Longwood University  
Material Management and Purchasing  
201 High Street  
Lancaster Hall, Room 207A  
Farmville, Virginia 23909

RFP Closing Date/Time:  
July 12, 2017; 2:00 P.M.

# **EDC Corporation**

Response Submitted By:



**PARKING MANAGEMENT SOFTWARE**  
by EDC Corporation

Electronic Data Collection Corporation  
13 Dwight Park Drive  
Syracuse, New York 13209  
(800) 886-6316  
(315) 706-0330  
[www.aimsparking.com](http://www.aimsparking.com)

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## Executive Summary

Thank you for the opportunity to propose our AIMS Parking Management Software, hardware and services for RFP#LU214-17-030 for a Parking Management System.

The proposed parking system software includes the AIMS Parking Management System, AIMS Web+ E-Commerce Solution, and AIMS Mobile Enforcement App with Bluetooth Printer. The proposal also includes interfaces to Banner and Touchnet, database conversion, hosting and ongoing support. Options for the integrated AIMS LPR solution, Events Module, and Carpool Module are also listed.

AIMS is a completely integrated software solution managing all aspects of parking tickets, parking permits, and customer accounts that will more than satisfy your requirements as outlined in your Request for Proposal. Please note the final section of this proposal, which contains our response to each of your system requirements.

University parking operations across North America use AIMS as it is the most user-friendly and comprehensive parking system on the market and choose EDC Corporation due to our reputation for superior product support and customer service. AIMS displays much more information on one screen than any competing application. AIMS is fully-functional, easy to use and learn.

EDC Corporation has over 20 years' experience dedicated to providing comprehensive, user-friendly software for parking operations with top-notch customer service. A live person answers the phone and is readily available to assist with functional and technical questions. EDC is well recognized as a leader in the parking industry, providing state of the art products and a company that supports its customers like no other. We work closely with our customers to identify means in which our applications may continue to be enhanced to meet their expanding needs. We encourage you to contact the references provided for first hand testimonials regarding their experience.

EDC values our customers and provides all new release software with your annual software subscription. Our pricing is all-inclusive, straight-forward and easy to interpret. We provide top-notch software support that is **enhanced** without additional charges.

We hope to add Longwood University to our list of satisfied customers and would be pleased to demonstrate all proposed products at your convenience.

Sincerely,

Ellen Genung  
Vice President  
EDC Corporation

## 1. RFP Cover Sheet and Addenda Acknowledgements

The Proposal Cover sheet and addenda acknowledgements follow.

Electronic Data Collection (EDC) Corporation is a New York State S-Chapter Corporation, Federal ID# 16-1488006. Since we are not incorporated or have operations in the Commonwealth of Virginia we are not required to have a SCC ID#.

REQUEST FOR PROPOSALS (RFP)

Issue Date: June 16, 2017

RFP#LU214-17-030

Title: Parking Management System

Commodity Code: 55090, 92003, 92032, 95872, 95891

Issuing Agency: COMMONWEALTH OF VIRGINIA  
Longwood University  
Materiel Management and Purchasing  
201 High Street, Lancaster Hall, Room 207A  
Farmville, Virginia 23909

**OPTIONAL PRE-PROPOSAL CONFERENCE**

1:00 p.m., June 27, 2017  
Lancaster Hall, 2<sup>nd</sup> Floor, Room 223  
Longwood University  
Farmville, Virginia 23909

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia 23909

Initial Period Of Contract: September 1, 2017 through August 31, 2018. Optional four (4) successive one (1) year renewal periods.

**Sealed Proposals Will Be Received Until: July 12, 2017 at 2:00 p.m. Local Time** For Furnishing The Goods/Services Described Herein. **Proposals Shall Be Date/Time Stamped By The University Upon Receipt.**

All Inquiries For Information Should Be Directed To: Cathryn B. Mobley, Associate Vice President for Administration and Finance, using ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM emailed to [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu) or faxed to (434) 395-2246. **Questions are due by 12:00 noon on July 6, 2017.**

**MAIL OR HAND DELIVER PROPOSALS DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. Note: If you use an express delivery service, you may be told Longwood/Farmville is a next day delivery location, but make sure the carrier guarantees delivery by 2:00 p.m.**

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

State Corporation Commission (SCC) ID#: N/A: EDC is a NYS Corporation or statement describing why offeror is not required to have a SCC ID# must be furnished with your proposal.

eVA Member: [☒] Yes [☐] No

eVA Vendor ID#: VS0000025305

Check all that apply: Small Business [☐]

Woman-Owned Business [☐]

Minority-Owned Business [☐]

**Note: Offeror shall be a member of eVA on the date and time designated for receipt of proposals to be awarded this contract. See General Terms and Conditions X for information on registration.**

DSBSD Certificate Number \_\_\_\_\_

Certification Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name And Address Of Firm:

Electronic Data Collection (EDC) Corporation

Date: \_\_\_\_\_

13 Dwight Park Drive

By: \_\_\_\_\_

(Signature In Ink)

Syracuse, NY Zip Code 13209

Name: Ellen Genung

(Please Print or Type)

E-mail: ellen@aimsparking.com

Title: Vice President

Phone: ( 800 ) 886 - 6316

Fax: ( 315 ) 706 - 0330

(Toll Free, if available)

(Toll Free, if available)

RFP#LU214-17-030

Parking Management System

Page | 2

# LONGWOOD UNIVERSITY

201 High Street  
Farmville, Virginia 23909  
tel: 434.395.2093  
fax: 434.395.2246  
trs: 711

June 30, 2017

## ADDENDUM 1 TO ALL OFFERORS:

Reference Request for Proposals (RFP):	LU214-17-030
Commodity:	Parking Management System
Dated:	June 16, 2017
For Delivery To:	Longwood University Materiel Management Farmville, Virginia 23909
Proposal Due Date:	<b><u>July 12, 2017 at 2:00 p.m. Local Time</u></b>
Optional Pre-Proposal Conference:	June 27, 2017 at 1:00 p.m. Local Time

This Addendum 1 to the RFP is being issued to answer questions asked by or received from potential offerors and to publish the Notes and On-Site Registry from the Optional Pre-Proposal Conference.

1. Several inquiries were received regarding a dial-in option for the Pre-Proposal Conference.

**RESPONSE:** The University did not offer this option.

2. Please describe the scoring system for the evaluation criteria. Are points awarded based on specific sub-criteria being met (if so, what are they), by ranking (e.g., 1<sup>st</sup> = 100% of possible points, 2<sup>nd</sup> place = 66% . . .) or by subjective evaluation (e.g., 17 points out of 20)?

**RESPONSE:** Scoring is subjective based on the evaluation committee members' review of proposals.

3. For vendors who do not use subcontractors, but are not a DSBSD-certified business, how will the scoring for the Small Business Subcontracting Plan work? Would this situation mean that zero points would be awarded under this criterion even if Attachment B is competed? Are points for this criterion awarded based on the dollar value of DSBSD/SWaM participation?

**RESPONSE:** If an offeror is not a DSBSD-certified SWaM business and does not propose utilization of DSBSD-certified SWaM businesses in the performance of the contract, they would receive zero points for the SBSP score. Scoring of the SBSP is calculated using a formula; total value of proposed SWaM spend divided by total dollar value proposed, multiplied by a percentage of the possible points allowed for the criterion.

4. Is license plate/bar scanning what was meant by recognition?

**RESPONSE:** Yes.

5. Did the University have any assistance from a vendor on writing the Statement of Needs for the RFP?

**RESPONSE:** No.

Office of the Director of Materiel Management,  
Central Stores, and Property Control



6. Does offeror's experience need to be in the U.S.?

**RESPONSE:** No

7. Reference Section IV. STATEMENT OF NEEDS, Paragraph A. Mandatory Requirements, Subparagraph 3. Support, Item b.: How should the 60 hours be broken down? Are all 60 hours needed?

**RESPONSE:** Offeror should include a breakdown of the 60 hours of on-site instruction in their proposal and may suggest an alternate on-site instruction schedule for the University to consider.

8. Can the University share a budget amount that has been allocated for this project?

**RESPONSE:** The University does not disclose project budget information.

9. Can the University share the expiration date of their current contract with their parking technology vendor?

**RESPONSE:** The University signed a Software License Agreement for BOSSCARS from Boss Consulting Services (now AssetWorks LLC) in October 2010 that includes a 12-month software maintenance term. The maintenance term is renewed annually, unless terminated by the University. The current term is 5/15/2017 to 5/14/2018.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

---

Name of Firm

---

Signature/Title

---

Date

# LONGWOOD UNIVERSITY

201 High Street  
Farmville, Virginia 23909  
tel: 434.395.2093  
fax: 434.395.2246  
trs: 711

July 7, 2017

## ADDENDUM 2 TO ALL OFFERORS:

Reference Request for Proposals (RFP): LU214-17-030  
Commodity: Parking Management System  
Dated: June 16, 2017  
For Delivery To: Longwood University  
Materiel Management  
Farmville, Virginia 23909  
Proposal Due Date: **July 12, 2017 at 2:00 p.m. Local Time**

This Addendum 2 to the RFP is being issued to answer questions received from potential offerors.

1. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph 2.(c): Who are the certain users that should be able to purchase their permits online by registering? Are they just the faculty, just the student, visitors or all of them? If they are specific, how are they determined; by group, Banner status, or enrollment status?

**RESPONSE:** Currently, only students and adjunct faculty can purchase their decals online. This is determined by Banner codes such as where they are living based on Banner's location management system, and also are they a resident advisor or an athlete. The University would also like to have contractors, visitors, guests, and event attendees to be able to purchase decals online. The University is looking to potential offerors for suggestions on how to do this, as these individuals would not be in Banner.

2. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph 2.(d): Please explain specifically how you want the handheld devices to recognize the permit in the software? Are you wanting a scanning functionality for the handhelds?

**RESPONSE:** Currently the handheld devices recognize the permits by the decal or the license plate being typed into them. We would like for the handhelds to be able to read a barcode or magstrip. The data on this would need to be provided from the parking software, so it can be put on our parking decals.

3. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph B.2.(d): Please explain specifically what type of kiosk application you are needing for the vehicle registration?

**RESPONSE:** We envision a kiosk where non-Banner people (visitors, contractors, event attendees) could purchase a parking decal, the same as online, to be printed out and placed in their windshield or registered with an LPR device. The University also desires a kiosk where people could pay their parking citations.

4. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B.12.: Please explain specifically what type of gate management is needed for the events module?

**RESPONSE:** A gate controlled by a remote location that would allow a person to key a code to enter or use a scanning device that would allow them access. The University is looking to potential offerors for suggestions on how to do this. The University envisions eventually having approximately 7 gates.

Office of the Director of Materiel Management,  
Central Stores, and Property Control





5. Reference IV. STATEMENT OF NEEDS, Page 8, Paragraph B.7.(e): Please explain what you need for bus management for the events module?

**RESPONSE:** The University is looking to potential offerors for suggestions on how to do this. The University may possibly be using more buses in the future and would like to evaluate solution(s) when selecting the Parking Management System.

6. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Item e.: How many handhelds are needed for this request?

**RESPONSE:** The exact number of handhelds is unknown at this time; perhaps three initially.

7. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Items b. and c.: Can you further define the exact information you wish to have pushed from our platform to your Banner system. Is it all payments only? Do you want to have identity details shared with a link to student ids/accounts?

**RESPONSE:** Besides being in the parking software, the parking ticket charge will be on the student's account in Banner. A student will be able to log into Touchnet to make a payment on their account and they can choose a line item payment to pay their parking ticket. The cashiers can also t-pay a parking ticket. The student's accounts are linked by their student id.

8. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Item e.: How many handheld devices do you require for your patrol officers?

**RESPONSE:** See response to number 6 above.

9. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 2. LPR Integration, Item i.: Can you please provide a more detailed explanation of how you want to be able to offer Departmental pre-paid permits? Are you asking to be able to bill a Department directly for a permit and have it process through Touchnet and recorded into a Banner file?

**RESPONSE:** Currently, departments do not pay. The University wishes to explore this option and is looking to potential offerors for suggestions on how to do this.

10. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 11.: Does this mean you are interested in a physical LED counter for lots/parkades?

**RESPONSE:** Currently, we do not have any type of counter. The University wishes to explore this option and is looking to potential offerors for suggestions on how to do this, if we decide to use this functionality. It would probably be tied in with a gate management or LED to let parking know how many spaces are being used and available to assist with parking for events and future planning for parking lot usage.

11. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 12.: Can you please define further what you hope for with regards to Gate Management? Are you looking for an automated system that is tied to your users to control the gates such as LPR, RFID or barcode solution?

**RESPONSE:** Yes. A gate which would allow a person to key a code to enter or use a scanning device such as LPR, RFID, or barcode solution that would allow them access. The University would be open to other suggestions from potential offerors. The University envisions eventually having approximately 7 gates.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgement of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

---

Name of Firm

---

Signature/Title

---

Date



LONGWOOD  
UNIVERSITY

201 High Street  
Farmville, Virginia 23909  
tel: 434.395.2093  
fax: 434.395.2246  
tts: 711

July 11, 2017

ADDENDUM 3 TO ALL OFFERORS:

Reference Request for Proposals (RFP):	LU214-17-030
Commodity:	Parking Management System
Dated:	June 16, 2017
For Delivery To:	Longwood University Materiel Management Farmville, Virginia 23909
Proposal Due Date/Time:	July 20, 2017 at 2:00 p.m. Local Time

This Addendum 3 to the RFP is being issued to extend the due date for receipt of proposals as noted above.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

Cathryn B. Mobley

Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

EDC CORPORATION

Name of Firm

Signature/Title

July 11, 2017

Date

Office of the Director of Materiel Management,  
Central Stores, and Property Control



**ATTACHMENT C – OFFEROR DATA SHEET (TO BE COMPLETED BY OFFEROR AND RETURNED WITH PROPOSAL)**

- A. **Qualification of Offeror:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Indicate below the length of time you have been in business providing the goods/services required herein.

22 Year(s) 7 Month(s)

- B. **References:** List three (3) contacts (preferably a college or university if available) for whom you have provided this type of goods/services that the University has your permission to contact.

1. **UNC - Greensboro/Robert Walker**

Company/Name of Contact Person

**308 Walker Ave Parking Deck, Greensboro, NC 27402**

Address

**336-334-9709**

Phone Number

**6/10/13 - Present**

Date(s) of Service

**robert.walker@uncg.edu**

Email Address

2. **University of North Georgia, Beverly Martin**

Company/Name of Contact Person

**Parking & Transportation, 82 College Circle, Dahlonega, GA 30597**

Address

**706-864-1697**

Phone Number

**11/17/11 - Present**

Date(s) of Service

**bmartin@northgeorgia.edu**

Email Address

3. **Georgia Southern University/Kristi Bryant**

Company/Name of Contact Person

**Parking & Transportation, PO Box 8059, Statesboro, GA 30460**

Address

**912-478-7275**

Phone Number

**6/1/11 - Present**

Date(s) of Service

**kbryant@georgiasouthern.edu**

Email Address

### 3. Company History, Qualifications, Clients, and Experience

#### Company History

EDC Corporation was incorporated in 1995 and is dedicated to providing user-friendly software for university parking operations throughout North America. Our products and services are exclusively tailored for the parking industry. University parking operations across the United States and Canada use our AIMS solution for comprehensive and easy-to-use in-office permit and ticket management, online parking services, real-time enforcement and bi-directional communication between AIMS and campus enterprise systems.

More than 130 parking departments have streamlined their operations with EDC products. Our user base continues to grow. Top-notch customer service and comprehensive, user-friendly software account for our success.

At EDC Corporation, software support and programming are performed by our software engineers. Database conversion, system implementation, interface configuration, AIMS Web+ configuration and ongoing support are performed in our Syracuse, NY headquarters. Support personnel are reached directly via toll-free telephone and/or email.

Our support staff is well-versed in both parking and the latest software technologies. Engineers conduct customer training and onsite implementations, attend parking conferences to keep abreast of the latest technology, present at AIMS User Conferences and provide exceptional software support to AIMS Users.

EDC Corporation has a total of 15 Employees, categorized below:

- Administration: 1
- Management: 3
- Sales: 2
- Software Engineers/Support Staff: 7
- Hardware Technicians: 2

#### Names, Qualifications and Experience of Personnel Assigned to Project

Software Engineer	Project Responsibilities
<b>Torrance Jones</b> Director of Software Development and Support	<ul style="list-style-type: none"><li>• Project Manager</li><li>• System Configuration/Testing</li><li>• Data Migration Configuration/Testing</li><li>• Supervision of Onsite LPR Installation and Testing</li><li>• Onsite Technical Training</li><li>• Participates in and Delegates Programming Tasks</li></ul>
<b>Education</b> State University of New York – Plattsburgh 2001, BS Computer Science	

**Bio**

Tor Jones has been a key member of our systems group since 2001 and was promoted to Systems Manager in 2003, and Director of Software Development and Support in 2016. Tor oversees development of the AIMS application, AIMS Web+ E-commerce module, handheld Ticketing programming and support for all applications.

Tor has vast experience managing AIMS implementations, including Boss data conversions, and will act as the liaison between Longwood University IT and Parking Staff for project updates and task coordination.

**Scott Newton**

Senior Software Developer, Support  
Technician

- Software Engineer
- Support Technician
- AIMS Web+ Configuration and Implementation
- Payment Gateway Configuration and Testing
- Programming (Supporting Role as needed)
- Ongoing Software Support

**Education**

*Roberts Wesleyan College  
2004, BS Computer Science*

**Bio**

Scott has been a member of the EDC team since 2004 and was promoted to Senior Software Developer in 2016. Scott will install and implement AIMS Web+ e-commerce, ensuring connectivity to your secure payment gateway and the AIMS application. Scott will configure your rules for online permit purchase, appeals, citation payments and will provide continued support for AIMS and AIMS Web+.

**Larry Macner**

Genetec Certified LPR Installer and  
Technician

**Education**

Genetec LPR Certification, 2015

- On-Site License Plate Recognition Hardware Installation
- Equipment Testing
- Post-Installation Hardware Technical Support

U.S Air Force Retired, 2008  
Jet Engine Technician

**Bio**

Larry Macner joined the EDC Team in 2015 and will perform on-site installation and configuration of the proposed License Plate Recognition cameras for plate reads and electronic tire chalking. Larry will assist with hardware technical support post-installation

## Information on Current Software Clients

EDC Corporation has an AIMS install base of 133 parking operations across the United States and Canada.

Following is a listing of clients with similar needs to Longwood University that are using the AIMS Solution.

Algonquin College  
Brock University

Boston College  
Bucknell University

Cal State San Marcos  
Colgate University  
Drexel University  
Georgia Southern University  
Kettering University  
Grant MacEwan University  
McMaster University  
Mohawk College  
Queen's University  
Southern University of New Orleans  
SUNY Cortland  
SUNY Oswego  
Tulane University  
University of Alabama Huntsville  
UMKC  
University of West Georgia

Carnegie Mellon University  
Colorado Mesa University  
Georgia College & State University  
Hamilton College  
Loyola University of Chicago  
Mansfield University  
MIT  
North Carolina State University  
St. Cloud State University  
St. Clair College  
SUNY New Paltz  
SUNY Upstate  
UNC Greensboro  
University of Nebraska Kearney  
University of North Georgia  
University of Wisconsin – Oshkosh

### Evidence of Successful Completion of a Project of a Similar Size/Complexity

Four examples of a successful AIMS implementation of similar size and complexity follow. We encourage you to contact the references listed for each project.

#### **1. University of North Georgia**

The University of North Georgia implemented AIMS in 2011, moving from Boss Cars to the AIMS system. The project consisted of Boss Cars data conversion, upgrade to the AIMS Mobile Enforcement App from their existing Casio handhelds, implementation of AIMS Web E-Commerce for online permit requests, ticket payments and appeals, and integration with Ellucian Banner.

As part of the project, EDC converted Boss Data to AIMS, programmed and automated their Banner demographic import, programmed and automated a Banner holds export and hold release import, programmed student/faculty staff secure web authentication for permit purchase, and programmed real-time integration to Touchnet for secure online payments.

Contact information for UNG:

Beverly Martin  
Parking Services Coordinator  
706-864-1697  
[bmartin@northgeorgia.edu](mailto:bmartin@northgeorgia.edu)

#### **2. Georgia College and State University**

GCSU implemented AIMS in 2015, migrating from T2 Systems. Prior to T2 Systems, GCSU used Boss Cars. This project consisted of T2 Systems and Boss Cars data conversion, upgrade to the AIMS Mobile Enforcement App from their existing Casio handhelds, implementation of AIMS Web E-Commerce for online permit requests, ticket payments and appeals, and integration with Ellucian Banner.

As part of the project, EDC converted both T2 and legacy Boss Data to AIMS, programmed and automated their Banner demographic import, programmed and automated a Banner holds export and hold release import, programmed student/faculty staff secure web authentication for permit purchase, and programmed real-time integration to Touchnet for secure online payments.

Contact information for GCSU:

John Bowen  
Senior Manager Parking & Transportation  
478-445-7433  
[John.bowen@gcsu.edu](mailto:John.bowen@gcsu.edu)

### **3. Bucknell University**

Bucknell University implemented the AIMS system in 1994. Bucknell moved from a homegrown parking system to AIMS and has expanded over the years to implement the AIMS Mobile Enforcement App, AIMS Web E-Commerce Application, and Banner integration.

For this implementation, EDC performed the database conversion, integrated AIMS Web with their secure single-sign-on portal and payment gateway, and programmed their Banner integration for automated demographic imports and accounts receivable exports.

Contact information for Bucknell:

Brenda Housner  
Parking Coordinator  
570-577-1584  
[Blh021@bucknell.edu](mailto:Blh021@bucknell.edu)

### **4. Colorado Mesa University**

Colorado Mesa implemented AIMS in 2014, migrating from Clancy Systems. Implementation items include database conversion, AIMS Mobile for real-time enforcement, LPR Enforcement and lot occupancy counts, AIMS Web for online ticket payments, appeals and permit requests and Banner integration.

For this implementation, EDC performed the database conversion, integrated AIMS Web with their secure single-sign-on portal and payment gateway, and programmed their Banner integration for automated demographic imports and accounts receivable exports. In addition, EDC performed the full installation and configuration of the AIMS LPR Module, including real-time vehicle hit retrieval, in-vehicle enforcement, and real-time lot occupancy counts.

Contact information for CMU:

Mark Sutton  
Parking Services Manager  
970-248-1921  
[msutton@coloradomesa.edu](mailto:msutton@coloradomesa.edu)

## Higher Education Customers in the Past Three Years

The following higher education customers have moved to AIMS within the past three years:

- SUNY Oneonta
- Augusta University
- California State University - San Marcos
- Colorado Mesa University
- Conestoga College
- Loyalist College
- Massachusetts Institute of Technology
- North Carolina State University
- Sheridan College
- SUNY Upstate Medical University
- Georgia College and State University

## Higher Education Customers Who Have Ceased Using Your Solution

EDC Corporation has zero higher education customers that have ceased using our solution.

## Geographic Reach

EDC is headquartered in Syracuse, NY with remote sales offices in Texas, California, and Ontario, Canada. All software development and support is performed out of our Syracuse, NY headquarters.

Our AIMS install base spans from Southern California through Halifax, Nova Scotia and Florida to Alberta.

## Additional Goods/Services for Consideration

The pricing proposal includes options for the AIMS Carpool Module, which allows management of carpools including the option for customers to form carpools online and receive preferred parking rates per your rules.



## 4. Specific Plans for Providing Proposed Goods and Services:

### Description of Project Plan Methodology

Following is a description of the proposed plan for the implementation of AIMS for permit, citation and event management, AIMS Web+, AIMS Mobile and Banner integration.

A list of tasks and objectives is below. The Gantt chart that follows displays the proposed timeline for implementation.

Task	Objective
<b>AIMS Install</b>	
Deliver AIMS Database Setup Questionnaire	EDC will send AIMS setup questionnaires and work with Longwood University to complete. This questionnaire assists in AIMS configuration of your business practices.
Prepare AIMS Servers and Client PCs	EDC will prepare your AIMS servers in our hosted environment. Longwood University will be responsible for installing the AIMS Administration menu on any client PCs that will require access to AIMS setup functions. Client PCs must be prepared per the AIMS operating environment specifications.
Complete Database Setup Questionnaire	Questionnaire will include Longwood University parking business rules as relates to citations, permits, accounts, vehicles and default pick-list data.
Configure AIMS Administrative Menu	EDC will configure the AIMS Administration menu with your business rules per the database setup questionnaire.
Install AIMS Server Component/Database	EDC will install AIMS server component and database with Admin data.
<b>Database Conversion</b>	
Provide Copy of Existing Parking Database	EDC requires a copy of Longwood University's existing Boss Cars parking and demographic data for conversion purposes.
Database Review	EDC Support will review your existing parking data prior to developing a test conversion.
Database Conversion Planning Session	EDC and Longwood University will conduct a conference call for data clarification.
Test Database Conversion	EDC Support will perform a test database conversion and report number of records converted, record conflicts, and any errors.
DB Conversion Acceptance Testing	Longwood University will compare AIMS data to existing parking data and report any discrepancies to EDC Support.
<b>AIMS Mobile Enforcement App Install</b>	
Design Parking Ticket Layout	Parking tickets are preprinted on front with your desired color scheme and logo. Custom information is preprinted on back. EDC will work with Longwood



	University to design your parking ticket layout and send for approval.
Procure/Provision Android Devices	Longwood University will procure Android devices and install the AIMS Mobile Enforcement App from the Google Play Store.
Deliver Hardware	EDC will deliver Bluetooth Printers for each Android Device
Parking Ticket Delivery	EDC will deliver your custom parking ticket rolls
Connect Printers and Network	With EDC assistance, Longwood University will connect the Bluetooth Printers to the Android device and enter the server and port names for secure communication to AIMS.
Test Communication	Ensure AIMS Mobile sends test ticket and receives files from AIMS.
<b>AIMS Web+</b>	
Deliver AIMS Web+ Setup Questionnaire	EDC will send AIMS Web setup questionnaires and work with Longwood University to complete. This questionnaire assists in configuration of your business practices as relates to online customer services.
Prepare AIMS Web Application Server	EDC Corporation will prepare the AIMS Web application web server in our hosted environment.
Complete AIMS Web+ Setup Questionnaire	Questionnaire will include Longwood University business rules as relates to AIMS Web+ customer self-service functionality.
Install AIMS Web+ Application	EDC Support will install AIMS Web+ on the Web Server.
Configure Authentication	Program AIMS Web+ authentication to your Single Sign-On Portal
Brand AIMS Web+	With EDC Assistance, Longwood University will use the AIMS Web+ branding tool to configure the web forms to use your preferred color schemes and logos.
AIMS Web+ Acceptance Testing	Test AIMS Web+ authentication, permit request, ticket appeal, ticket payment.
<b>Credit Card Payment Gateway</b>	
Payment Gateway Planning Session	EDC and Longwood University will conference to discuss your payment gateway specifications.
Configure Payment Gateway Interface	EDC will configure AIMS to connect to your payment gateway's API for online payments. EDC will deliver payment gateway connection for testing.
Acceptance Testing	EDC Corporation will perform test online payments via AIMS Web+ and ensure that your payment gateway returns credit card authorization to AIMS Web+.
<b>AIMS Banner Integration</b>	
Banner Planning Session	EDC will conference with Longwood University IT, Bursar and Parking to determine Longwood's preferred method of data transfer and coordinate delivery of interface.
Banner Interface Delivery	EDC will deliver components for Banner interface.

Banner Acceptance Testing	EDC will ensure that biographic data is imported into AIMS. Longwood University will ensure that accounts receivable, holds added and holds released are successfully accepted into Banner.
<b>Go-Live</b>	
Managerial Training	EDC trainer will train parking managers on AIMS best practices.
End-User Training	EDC trainer will train end-users on functional use of AIMS.
AIMS Go-Live	ADDA/DAPS will cease using existing software and begin using AIMS.

Following is the implementation plan for the AIMS LPR Module:

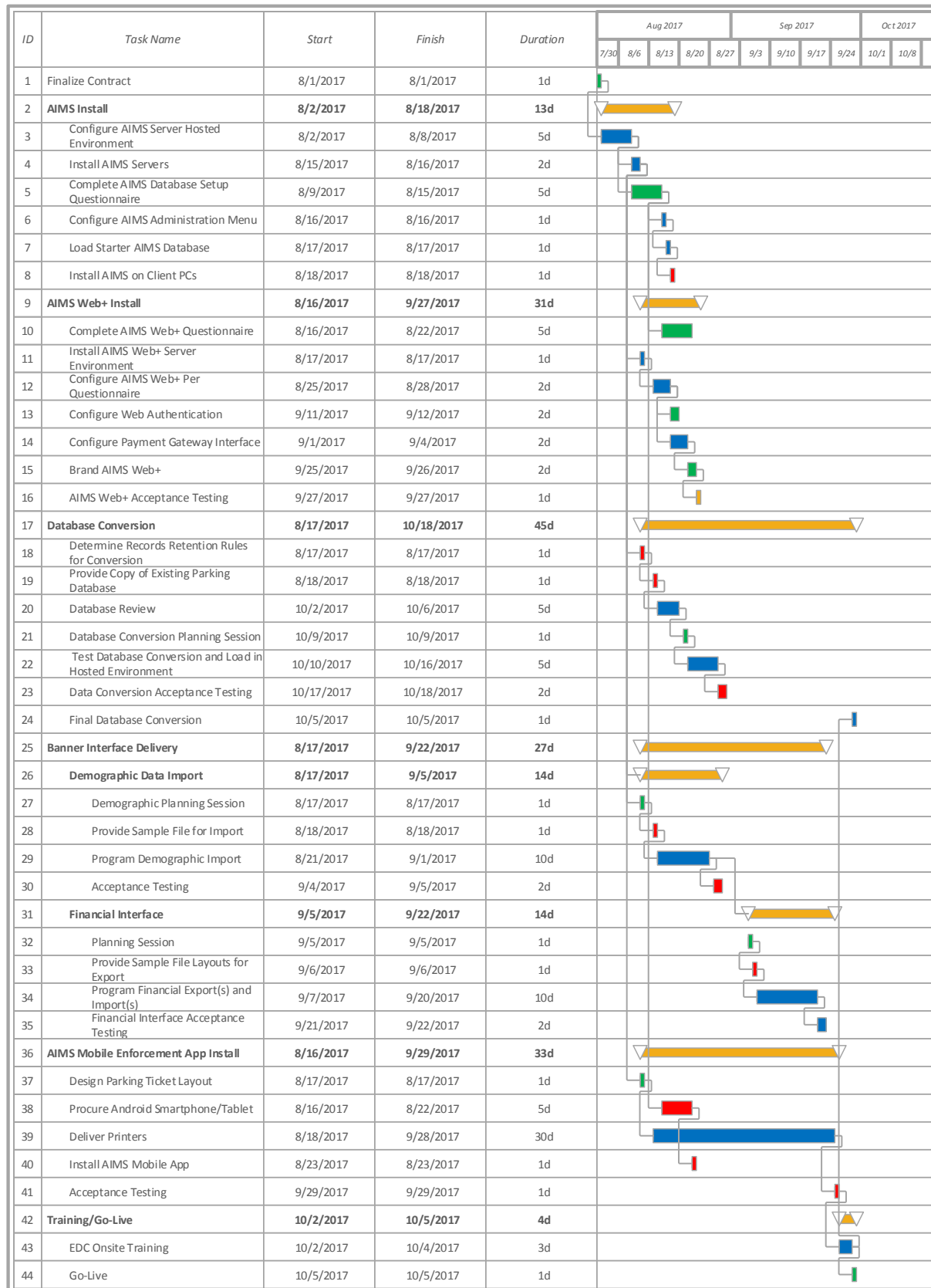
Task	Objective
<b>AIMS LPR Installation and Configuration</b>	
Deliver LPR Questionnaire	EDC will send AIMS setup questionnaires for the LPR module and work with Longwood University to complete. This questionnaire assists in configuration of your business practices as relates to LPR enforcement and tire chalking.
Procure/Provision LPR Vehicle	Longwood University will provide a vehicle for LPR installation and inform EDC of the make/model/year of the vehicle.
Complete LPR Setup Questionnaire	Questionnaire will include Longwood University parking business rules as relates to GEO FENCES for permit enforcement and rules for timed zones.
LPR Module Setup	EDC will setup the AIMS LPR Module per the information provided in the completed questionnaire.
LPR Vehicle Onsite Install	Longwood University will provide a well-lit, secure and enclosed area for onsite LPR vehicle installation. Two EDC Technicians will perform onsite installation and configuration of the LPR Cameras for plate reads and tire chalking and the in-vehicle PC.
LPR Acceptance Testing	EDC will ensure that LPR cameras capture vehicle plates accurately and return hits for vehicles permitted to park in a certain area and tow lists.

### Timeline for Providing Goods/Services

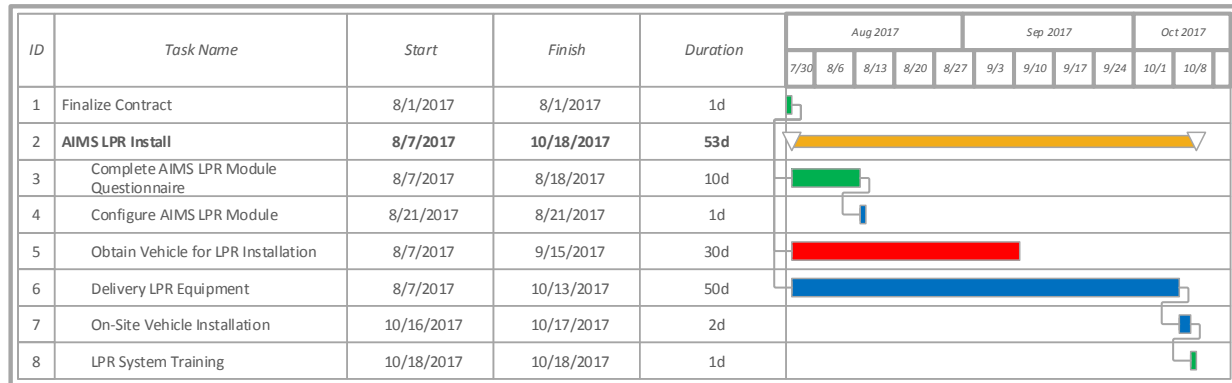
The first Gantt Chart below illustrates the project timeline for the AIMS Implementation. The second Gantt Chart illustrates the AIMS LPR implementation. Note that both the AIMS install and LPR install can run concurrently.

A typical implementation for the size and scope of this project is 12 weeks. Tasks in Blue indicate EDC responsibility, tasks in Red indicate Longwood University responsibility and tasks in Green indicate joint responsibility.

## AIMS Implementation Timeline: 12 - 16 Weeks



**AIMS LPR Implementation: 8 – 12 Weeks**



## 5. Price Proposal

### AIMS Parking Software Subscription

Following is pricing for a hosted AIMS Software as a Service (SaaS) model. The SaaS agreement requires a three-year commitment, with renewal options beginning year four. EDC Corporation reserves the right to increase software subscription fees by 5% for years four and five. EDC Corporation provides all new software releases as part of the SaaS agreement.

	Year 1	Year 2	Year 3
<b>AIMS Software, Hardware, Supplies, Services, Hosting, Support</b>	\$28,000.00	\$28,000.00	\$28,000.00

This package includes the following items:

- 3 Concurrent User AIMS Parking Software Subscription for Complete Parking Ticket and Permit Management
- AIMS Web+ E-Commerce Solution for Online Parking Self-Service
- 3 AIMS Mobile Enforcement Apps for Android with Zebra ZQ510 Printer (Android device procured separately by Longwood University from the source of your choice and communicates to AIMS in real-time through either wifi or cellular network)
- Database Conversion
- 200 Rolls Custom Top Coated Parking Tickets (100 Tickets/Roll) with design and layout charges
- Custom Banner Integration
- PCI Compliant Hosting Services
- Software Support and Upgrades
- Three Days On-Site Training
- 1 Free User Conference Registration

### Additional Training Services

Onsite: \$2,000/Day Plus Travel, Time and Expenses.

Online via WebEx: \$200/Hour

## AIMS LPR Module

Following is pricing for the AIMS LPR System, including 1 Genetec AutoVu University system, necessary software, setup fees, certified installation and training performed by EDC staff, and complete integration with the AIMS system.

### Upfront Hardware, Installation and Setup Fees:

Qty	Description	Unit	Extended
1	AIMS Integrated LPR: Including Genetec Auto Vu Sharp X University Kit; 2 Cameras/Vehicle; Mapping Licenses; LPR Management Security Center Software; 1 Year-Warranty	\$34,995.00	\$34,995.00
1	In-Vehicle Panasonic Toughbook with Vehicle Mount, Power Adaptor and Cables, Complete Software Installation and Mapping Configuration	6,000.00	6,000.00
1	AIMS LPR - Auto Vu Turnkey Installation Per Vehicle performed by 2 EDC Genetec Certified Staff with Training for 3 Participants	2,900.00	2,900.00
	<b>Total AIMS LPR - AutoVu Hardware Purchase and Install</b>		<b>\$43,895.00</b>

\*Freight charges are separate, and estimated at \$2,000.00.

### AIMS Hosted LPR Software:

	Year 1	Year 2	Year 3
<b>AIMS LPR Software Module, Hosting, Support</b>	\$11,600.00	\$11,600.00	\$11,600.00

### Summary of Proposal:

- AIMS Mobile LPR System utilizing Genetec's AutoVu University system
- Two Cameras per vehicle with configured Panasonic Toughbook, mounted for vehicle of Longwood University's choice).
- Turn-Key Installation and training performed by EDC Corporation technicians
- Installation, configuration and programming for LPR Security Center
- Complete Integration with AIMS
- In-Vehicle Software for Hit Reads with AIMS LPR Module for e-ticket issuance from Toughbook, Automated Lot Utilization Counts, automated hit transmittal with images to AIMS and complete reporting
- AIMS Enforcement API for hit-transmittal to AIMS Mobile devices
- Hosting Services
- Annual Software Support

## AIMS Events Module

Following is pricing for a subscription to the AIMS Events Module. The SaaS agreement requires a three-year commitment, with renewal options beginning year four. EDC Corporation reserves the right to increase software subscription fees by 5% for years four and five. EDC Corporation provides all new software releases as part of the SaaS agreement.

	Year 1	Year 2	Year 3
<b>AIMS Events Module, Hosting, Support</b>	\$3,430.00	\$3,430.00	\$3,430.00

This package includes the following items:

- 3 Concurrent User AIMS Parking Software Subscription for Event Management, including:
  - o Events Setup
  - o Event Calendar Management
  - o Event resource billing

## AIMS Events Point of Sale Module

Following is pricing for a subscription to the AIMS Events Point of Sale Module. The SaaS agreement requires a three-year commitment, with renewal options beginning year four. EDC Corporation reserves the right to increase software subscription fees by 5% for years four and five. EDC Corporation provides all new software releases as part of the SaaS agreement.

	Year 1	Year 2	Year 3
<b>AIMS Events Point of Sale Module, Mobile Event Point of Sale App, Hosting, Supplies, Support</b>	\$8,375.00	\$8,375.00	\$8,375.00

This package includes the following items:

- 3 Concurrent User AIMS Parking Software Subscription for Event Management, including:
  - o Events Setup
  - o Event Calendar Management
  - o Event Resource billing
  - o Online Event Permit Sales
  - o 1 AIMS Event Point of Sale App for Field Permit Sales and Validation
  - o PCI Compliant Card Processing

## AIMS Carpool Module

Following is pricing for a subscription to the AIMS Carpool Management Module. The SaaS agreement requires a three-year commitment, with renewal options beginning year four. EDC Corporation reserves the right to increase software subscription fees by 5% for years four and five. EDC Corporation provides all new software releases as part of the SaaS agreement.

	Year 1	Year 2	Year 3
<b>AIMS Carpool Module, Hosting, and Support</b>	\$6,850.00	\$6,850.00	\$6,850.00

This package includes the following items:

- 3 Concurrent User AIMS Carpool Module Software Subscription, including:
  - o Online Customer Carpool Formation
  - o Carpool Rate Management
  - o Carpool Tracking



## 6. Small Business Subcontracting Plan (SBSP)

EDC Corporation is a New York State Women's Business Enterprise. All project work will be conducted by EDC employees both onsite for training and remotely from our Syracuse, NY Headquarters. No subcontracting opportunity exists for this project.

## ATTACHMENT B – SMALL BUSINESS SUBCONTRACTING PLAN

### Definitions

**DSBSD:** Department of Small Business and Supplier Diversity.

**Small Business:** “Small Business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DSBSD-certified women- and minority-owned businesses when they have received DSBSD small business certification.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by DSBSD by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <https://www.sbsd.virginia.gov/CustomerService>.**

**Offeror's Name:** Electronic Data Collection (EDC) Corporation

**Preparer Name:** Ellen Genung

**Date:** July 3, 2017

### Instructions

- A. If you are certified by DSBSD as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in this section. Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by DSBSD, are you certified as a (**check only one below**):

☐ Small Business

Certification Number: \_\_\_\_\_

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

Certification Date: \_\_\_\_\_

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

<b>Small Business Name &amp; Address</b>	<b>Status if Small Business is also:</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
<b>DSBSD Certificate #</b>	<b>Women (W) Minority (M)</b>				
<b>Totals \$</b>					

## 7. Response to Statement of Needs

Following is a detailed response to all required specifications outlined in your RFP.

### A. Mandatory Requirements:

#### 1. Citations

- a. Management which allows the administrative staff to monitor and manage users, citations, reports, and permits.**

AIMS is an integrated citation and permit management system. Administrative staff can monitor and manage users, including (but not limited to) viewing citations, permits, vehicles, fees and finances on a single screen. Reports may be generated per user (customer) or system wide on a variety of criteria.

- b. Payments must be real time posting to Student Account through Touchnet. The payments and charges must feed between Banner and the citation module so ticket charges for students, non-students, and faculty/staff feed to banner and payments feedback to the citation module on the student's account. An appealed ticket will zero out the charge and then if an appeal is denied the charge will go back on in the current billing term.**

Citations paid online via the proposed AIMS Web E-Commerce module will be authorized in real-time via Touchnet and posted as paid in AIMS upon checkout completion. The AIMS – Banner integration will send charges, payments, appeals, voids to Banner. Charges will create an amount owing in Banner and payments/appeals/voids will create a credit in Banner on the student or faculty/staff account.

- c. Payments for Permits must feed between Banner Finance and the permit software using Touchnet and must be PCI compliant.**

Permits paid for online via the AIMS Web E-Commerce module will be authorized in real-time via Touchnet and posted as paid in AIMS upon checkout completion. AIMS Web is audited for PCI compliance annually, and is a certified as PCI v.3.2 compliant.

- d. Real time enforcement in the field.**

The proposed AIMS Mobile Enforcement App operates on the Android device of your choice and allows for real-time enforcement in the field. As plates or permits are entered, AIMS Mobile retrieves the latest information from the AIMS database. Upon ticket printing, all information including pictures, voice memos and videos are sent to the AIMS database in real-time.

- e. Printers and handhelds for citations.**

The AIMS Mobile Enforcement App operates on the Android device of your choice, procured separately by Longwood University. AIMS Mobile includes the app and a rugged Zebra ZQ510 Bluetooth printer.

- f. Capability to count number of citations a person has received.**

AIMS tracks the number of citations a person has received. This can include all citations issued to any vehicle on a customer's account. This information can be displayed to the officer in the field during citation issuance.

**g. Capability to take pictures of the reason for the citation.**

Unlimited, high-resolution color photos can be captured with the ticket at any time during ticket issuance. High-resolution videos and voice memos may also be captured during issuance. All pictures, videos and voice memos are uploaded to AIMS upon ticket print.

**h. Person history report for citations.**

AIMS includes the ability to generate a report on citations issued to a person.

**i. Lookup vehicle by tag, id number, or decal number in the field and on the administrative side.**

The AIMS management system allows for lookup by tag, id number and decal number. The AIMS Mobile App allows for lookup by tag and decal number, but does not allow for lookup by id number.

**j. Email citations to students when ticket is issued.**

Citations can be emailed and/or printed upon issuance.

**2. Permits**

**a. Longwood will define the rules for multiple permit types.**

AIMS supports unlimited permit types. Longwood can define rules including (but not limited to) active/expiration dates, inventories, designated parking locations, eligibility rules to determine who may purchase the particular type of permit.

**b. Permits for guests and visitors may be purchased online or cash and carry and printed for placement in vehicle windshield.**

AIMS allows permits to be printed online via the customer's laser printer or within the parking office.

**c. Allow certain users to be able to purchase their permits online by registering their vehicles including multiple vehicles depending on the permit type.**

AIMS supports eligibility rules which define the type of permit a customer may purchase depending upon their classification and other custom information. Permit sales may be setup so that specified permit types may register one or more vehicles.

**d. The system must allow the physical use of permits and the ability to use handheld devices that have permit recognition software.**

AIMS supports the physical use of permits. AIMS Mobile can scan barcodes on physical permits or lookup by entry of vehicle information. The AIMS LPR module can scan plates and verify parking credentials.

- e. Permit payments shall integrate between the parking management solution and Touchnet and Banner and must be PCI compliant.**

Permits paid for online via the AIMS Web E-Commerce module will be authorized in real-time via Touchnet and posted as paid in AIMS upon checkout completion. AIMS Web is audited for PCI compliance annually, and is a certified as PCI v.3.2 compliant.

### **3. Support**

- a. Customer service with 24-hour turnaround on questions.**

EDC Corporation provides unparalleled software support and customer service in the parking industry. Support can be reached directly through our 800#, with a live person answering the phone at all times, or via email. There is no need to log-in and create your own trouble ticket. Our guaranteed support response times are below:

Priority	Description	Response	Completion
<b>Level 1</b>	Issues that result in the customer's inability to fulfill core critical business functions	Within 2 Hr	Within 12 Hours
<b>Level 2</b>	Issues that significantly impact use of system but do not prevent core functions	Within 4 Hrs	Within 24 Hours
<b>Level 3</b>	All other issues (except Level 4)	Within 6 Hrs	Within 72 Hours
<b>Level 4</b>	Issues that are not time-sensitive or may be undertaken as improvements to the next software release	Within 48 Hrs	Prior to next release

- b. Provide 60 hours of on-site instructions to Longwood staff.**

The pricing proposal includes 3 days of onsite training, which is typical and appropriate for the scope of this project. Additional training can be purchased at the daily rate indicated in our cost proposal. We are certainly able to provide 60 hours of on-site instruction at your request.

- c. Provide an additional 16 hours of on-site training at Longwood's request within 24 months of the system acceptance.**

EDC can provide additional training per the pricing included in our cost proposal.

- d. Contractor shall provide a complete Permit & Citation software Operating & Support technical manual on all proposed software modules.**

EDC will provide a complete AIMS end user and technical training manual for all proposed software and hardware.

- e. Provide one (1) free registration for any user's conference conducted by the Contractor.**

This proposal includes one free conference registration to our annual user conference, usually held in the fall.

**4. Other**

**a. Software shall be hosted by the Contractor.**

The AIMS Software and all proposed products will be hosted in our secure PCI environment.

**b. Software must be a Touchnet Ready partner or willing to become a Touchnet Ready partner.**

EDC is a Touchnet Ready partner. All online credit card transactions will be processed through your Touchnet payment gateway.

**c. If modules are not part of the Contractor's base software, they must be available for purchase and attached to the Contractor's base software, as the University expands its parking services.**

The base software includes ticket, appeal, permit and vehicle management within online E-Commerce. Additional modules that may be purchased include Events, Event Point of Sale, Carpool Management and AIMS LPR. All pricing is included in section 5.

**d. Vehicle management.**

AIMS includes complete vehicle management.

**e. Customer management.**

AIMS includes complete customer management. All tickets, permits and vehicles are associated with a single customer.

**f. Appeal module to send email letters when an appeal is made, denied, and accepted.**

The AIMS appeal module includes this functionality.

**g. Reporting system with ability to create custom reporting.**

AIMS includes over 150 canned reports on tickets, permits, vehicles and finances. Reports are date/date-range driven and can be sorted in a variety of ways. Reports can be output to pdf, csv and xls and may be scheduled for automated email to designated parties.

**h. PCI compliant payment system.**

AIMS Web+ is fully PCI compliant.

**i. Conversion of data from current system to new system:**

- (i) Approximately 500 citations
- (ii) Approximately 42,000 names and addresses
- (iii) Approximately 25,000 permits and vehicles

This proposal includes conversion of all parking data and customer names/addresses.

**B. DESIRED FUNCTIONS:**

**1. Allows administrative staff to monitor and manage event parking and parking lot usage.**

The AIMS Event Parking Point of Sale Module allows administrative staff to monitor event parking purchased online, event permits “checked-in” in a specific lot, and event permits sold in a specific lot.

**2. LPR Integration:**

The proposed AIMS LPR Module includes LPR cameras with installation and software configuration. AIMS LPR communicates all data in real-time between the in-vehicle software, AIMS server and AIMS Mobile apps used in the field. This data includes vehicle hits (vehicles that should be issued citations), vehicle reads (any plate read by the LPR camera) and lot occupancy statistics.

**a. Equipment with two (2) cameras effective in a variety of weather and lightening conditions.**

The AIMS LPR Module includes two Genetec Auto Vu Sharp X cameras and one in-vehicle tablet. LPR equipment works in all weather and lighting conditions.

**b. Software and support to install the equipment and software.**

EDC Genetec Certified staff install and configure all LPR hardware and software on your site.

**c. Data storage for all pictures and data collected or set up so the data is fed to a server we have for storage and assistance in setting this up.**

The AIMS LPR Server stores all pictures and images collected from the LPR cameras. By default, the LPR Server keeps all reads associated with a parking ticket indefinitely. A hit where we did not write a ticket is kept for a year. All read metadata is kept for a year. All read images are kept for 30 days. Retention periods can be adjusted.

**d. Kiosk application for vehicle registration.**

The proposed AIMS Web E-Commerce module allows your customers to register their vehicles via any browser enabled device. You may choose to setup a kiosk with AIMS Web as the homepage. AIMS Web can allow contractors and visitors to purchase and print temporary permits.

**e. Location and license plate restrictions to help prevent abuse.**

The AIMS LPR software includes configuration settings that can restrict where certain license plates/permit types may park. If the LPR reads a plate that is not allowed to park in a particular area, a hit will be generated and the operator will be prompted to issue a citation.

**f. Real time update of validation status on handheld and vehicle enforcement units.**

All vehicle validations (such as validations from third-party kiosks or a pay by application) are updated in real-time.

**g. Multiple validation types supported, including time-based and prepaid validation.**

AIMS LPR supports multiple validation types.

**h. Validation usage reports.**

Validation usage reports would come from the third-party kiosk or pay-by-phone vendor you choose.



**i. Departmental or customer prepaid feed to Banner using Touchnet.**

Any pre-paid permits (guest or regular) purchased online via AIMS Web will feed to Banner via Touchnet.

**3. Pay-by-phone on site to buy temporary decal or pay a citation. Offeror must specify how the application will meet PCI compliance for payments.**

A temporary decal may be purchased and a citation may be paid through any web enabled device via AIMS Web, which is PCI compliant.

**4. GPS – location of ticket.**

The GPS location of the ticket is tracked and viewable on a map within the AIMS system.

**5. System Dashboard to monitor ticket and permit activity.**

The home screen of AIMS displays a dashboard that monitors a variety of parking activity including tickets issued, tickets appealed, permit capacities by type, permit capacities by location, etc.

**6. Barcode scan for visitor parking.**

The AIMS Mobile enforcement app can scan barcodes on decals. AIMS can scan a barcode in the office during permit sale.

**7. Events module:**

The proposed AIMS Events module complies will all tasks below.

**a. Able to operate in real time over cellular wireless and/or University hosted wireless time utilizing user friendly interface.**

The AIMS Mobile Enforcement App runs on the Android device of your choice and communicates in real-time over cellular or wi-fi networks.

**b. Notifies officers of events and provides two way communication between the server and the handhelds.**

Officers can be notified of events via a report generated from AIMS.

**c. Generates a statement showing event parking costs for event host.**

The AIMS Events module can generate a statement to email and/or mail to the event host.

**d. Online purchase tracking (count) and on-site payment using either a phone or payment booths, both with PCI compliance certification.**

Event permits can be purchased from any web-enabled device via AIMS Web. AIMS Web is PCI compliant.

**e. Bus management.**

The AIMS events module can be used to manage buses, specifically allocating buses as a resource and billing for bus usage.

**8. Event permits online.**

Event permits can be sold online via AIMS Web.

**9. Department guest passes.**

AIMS Web includes a departmental guest module which allows departments to sign in and purchase passes for their guests.

**10. Permits – temporary for beginning of year to include financial aid rule.**

AIMS can support your custom eligibility rules for online permit sales.

**11. Count of available spaces in a parking lot.**

Fixed LPR cameras, installed at the entrance and exit of each lot could be purchased in the future to provide a real-time count of available spaces.

**12. Gate management.**

AIMS integrates with a variety of third-party gate arm systems. We have live integrations with Zeag, Hub, Amano McGann and Tiba.