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| **ERic Mostert**  Chief Financial Officer | **Amber Alexander**  Procurement Director | **Debra mccallen**  Budget and Accounting Director |

Request For Information (RFI) # 23-600

The New York State Department of Taxation and Finance (the “Department”) is looking for vendors to supply the Department with information which may be used when considering a contract to procure Highway Use Tax (HUT) , Automotive Fuel Carrier (AFC) and International Fuel Tax Agreement (IFTA) decals for its upcoming renewal periods.

This is a request for information only. This RFI is issued solely for information and planning purposes – it does not constitute an Invitation for Bid (IFB) or a promise to issue an IFB in the future. Responders are advised that the Department will not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the responders’ expense. Not responding to this RFI does not preclude participation in any future IFB, if issued.

**Timeline**

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| **Event** | **Date** |
| Issuance of RFI | 05/26/2023 |
| Vendor Response Due | 06/02/2023 |

**NYS Department of Taxation and Finance Background**

The Department of Taxation and Finance is responsible for the collection of tax revenue and the provision of associated services in support of government operations in New York State. In fulfilling its responsibilities, the Department collects and accounts for approximately $118.5 billion in State taxes and nearly $43 billion in local taxes; administers 32 State and 13 local taxes including New York City and City of Yonkers income taxes, as well as the Metropolitan Commuter Transportation Mobility Tax; processes about 29 million returns; and oversees the local property tax administration. The Department also manages the State Treasury, which provides investment and cash management services to various State agencies and public benefit corporations, and acts on the Commissioner’s behalf as the joint custodian of the State’s General Checking Account.

New York State imposes a highway use tax (HUT) on motor carriers operating certain motor vehicles on New York State public highways. Before operating a motor vehicle on the public highways of New York State carriers must obtain a certificate of registration and decal for each motor vehicle subject to the highway use tax. There are two types of registrations:

* A HUT certificate of registration is required for any truck, tractor, or other self-propelled vehicle with a gross weight over 18,000 pounds. (If you elect to use the unloaded weight method to file your returns, a certificate is required for any truck with an unloaded weight over 8,000 pounds and any tractor with an unloaded weight over 4,000 pounds.)
* An automotive fuel carrier (AFC) certificate of registration is required for any truck, trailer, or semi-trailer, or other attached device transporting automotive fuel. (The same gross weight and unloaded weight rules apply.

Additionally, New York State participates in the International Fuel Tax Agreement (IFTA) to administer and collect its fuel use tax. Qualified motor vehicles operating in more than one IFTA jurisdiction must have an IFTA license and decals to operate on New York State public highways.

**Objective**

The Department is researching current options available in the marketplace for the supply, production and independent testing of stickers related to Registration Decals needed for the Department’s upcoming HUT, AFC and IFTA registration periods. The Department is interested in information regarding its options for sticker/decal stock that exists in the marketplace that meets the specifications outlined herein, the timeframe for producing and delivering the decals to the Department and the testing options the vendor community can provide to ensure the decals meet the required specifications. See attachment “A” for decal specifications for all decals.

**HUT/AFC -** Order Volume (one order every three years): currently, the Department requires approximately 1.7 million HUT decals and 25,000 AFC decals per order.

**IFTA:** Order Volume (one order annually): currently, the Department requires and 70,000 IFTA decals for our upcoming registration periods (IFTA in November 2023 and HUT/AFC in November 2024).

In both instances the Department would require testing of the decals that must:

* be tested by an independent lab to test for the qualities listed under “Decal Test requirements “ in Attachment “A”
* have the results provided directly to DTF for review. We also will require a designated number of test decals be sent to DTF for inspection/review.

Please respond by providing the following Information:

* Sticker stock options you offer that will meet the requirements listed on Attachment A. Information should include type of adhesive, application method, tamper proof evidence, etc. Vendors are encouraged to submit sample stock with their response.
  + Any guarantees you offer that the stickers will adhere for the duration as outlined in Attachment A and your process for replacing any stickers that fail to meet the specifications.
* Approximate number of days from date of order to delivery to Albany, NY. Note that HUT and AFC decals are ordered together every 36 months. IFTA decals are ordered separately on an annual basis.
  + Any guarantee you offer regarding delivery, please provide what that is as well.
* If there are any paper industry conditions/delays that currently exist that the Department should be aware of.

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| The Department is asking for responses to these specific questions: | Response: |
| 1. Has the vendor previously had this testing phase in your procurement agreements? If so, have you experienced any issues with the testing phase? | Yes  No  Response: |
| 1. If NYS DTF requires an independent test lab to meet specifications, would additional time be needed in the procurement process? And if so, how much? | Yes  No  Response: |
| 1. Will independent lab testing raise the cost, and if so, please estimate how much? | Yes  No  Response: |

Responses may be used to assist the Department in developing of a future bid document.

**RFI Response**

Please respond to this RFI by 06/02/2023 at 2 PM EST. Be sure to provide the name, location, contact person, phone number and e-mail address for your company.

Your response to this RFI should be submitted via e-mail (preferred), fax or mail:

E-mail: bfs.contracts@tax.ny.gov

Fax: (518) 435-8413

Written Correspondence:

New York State Department of Taxation and Finance

Attn: John Blanch, Purchasing Manager

Procurement Services Unit

WA Harriman State Campus

Albany, NY 12227

A response does not bind or obligate the responder or the Department to any agreement of provision or procurement of any products referenced.