



Request for Information (RFI)  
For  
Statewide EV Charging Solutions

Released on 03/2/2022

*Issued by the*

Maryland Department of General Services

Office of Energy & Sustainability

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## REQUEST FOR INFORMATION SUMMARY SHEET

Request for Information (RFI) for Statewide EV Charging Solution.

Name:	Statewide EV Charging Solutions
Issue Date:	March 2, 2022
Closing Date and Time:	Wednesday, April 6, 2022, 5:00 p.m. Local Time
Issuing Office:	Department of General Services Office of Energy & Sustainability
Vendor Information Session  This session will be held to answer vendor questions.	<p>Wednesday, March 23 · 1:00 – 2:00pm Local Time</p> <p>Virtual, Via Google Meet</p> <p>Google Meet joining info                      Video call link: <a href="https://meet.google.com/ijb-dais-ioa">https://meet.google.com/ijb-dais-ioa</a>                      Or dial: (US) +1 314-896-2285 PIN: 360 167 163#                      More phone numbers: <a href="https://tel.meet/ijb-dais-ioa?pin=1113853682893">https://tel.meet/ijb-dais-ioa?pin=1113853682893</a></p>
Procurement Officer:	<p>Katrina Lawhorn                      Email: <a href="mailto:katrina.lawhorn1@maryland.gov">katrina.lawhorn1@maryland.gov</a></p>
<p>Questions are to be sent via e-mail to:</p> <p>Questions must be submitted no later than:</p>	<p>Email Address: <a href="mailto:katrina.lawhorn1@maryland.gov">katrina.lawhorn1@maryland.gov</a>                      Attention: RFI # ES-22001</p> <p>Wednesday, March 16, 2022, by 5:00 p.m. Local Time</p>
<p>Responses are to be sent via e-mail to:</p> <p>Responses must be submitted no later than 5:00 p.m. Local Time.</p>	<p>Email Address: <a href="mailto:katrina.lawhorn1@maryland.gov">katrina.lawhorn1@maryland.gov</a>                      Attention: RFI # ES-22001</p>

## I. Introduction

Electrification of the State's fleet of passenger and light duty vehicles is an important aspect of Maryland's climate change mitigation strategy. As electric vehicles (EVs) enter the fleet, State facilities will need adequate charging infrastructure in place to support them. The Maryland Dept. of General Services (DGS) leads the Statewide EV Infrastructure Program to ensure adequate charging infrastructure is in place for Electric Vehicles (EVs) and Plug-in Electric Hybrid Vehicles (PHEVs) on the State's fleet.

### Background:

Since 2020, the State has been replacing eligible sedans and SUVs with zero emission EVs and PHEVs. Of approximately 4,000 passenger vehicles on the State's fleet of passenger vehicles, the State has replaced ~135 of them with zero emission EVs.

Over the next several years, the State intends to replace its fleet of approximately 4,000 fossil-fueled vehicles with EVs. At least 25% of all new passenger vehicle purchases are expected to be ZEVs in FY2023; and percentages are likely to ramp up over subsequent years until the full fleet is electric.

Prior to the vehicles being delivered to the owner agencies at their end locations, the Department of General Services is responsible for planning and installing the infrastructure needed to provide EV charging for the fleet and for workplace charging, to track metrics associated with charging, and to develop methods for financial transactions to transfer funds between user groups.

To date, DGS has overseen the installation of 50 EV charging ports at State facilities. A map of existing EV charging stations and ongoing EV charging projects can be found at <https://www.google.com/maps/d/viewer?mid=1pLEn7ue5h9NGt3Bs39gf7EEJRruOMzbZ&ll=39.186497511789916%2c-76.6782395119496&z=14>

### Goals:

It is the State's intention to pursue a comprehensive State-wide procurement that will fully support the State's ambitious rollout of EV infrastructure in a seamless way.

DGS is looking for a single firm to provide comprehensive turnkey services for equipment delivery, installation, signage and lot painting, software, network connectivity, maintenance, and repair of installed components for the term of the contract. Please provide examples of existing comprehensive solutions if any exist.

DGS is seeking information for comprehensive and creative solutions using state of the art technology that may include at a minimum:

- Provide, install, and maintain 2,000 or more primarily Level II electric vehicle networked charging stations at State-owned and leased facilities across the State of Maryland.
- Provide a data platform for all of the State’s Electric Vehicle Service Equipment (EVSE), including for networked charging stations that are already installed. Data points may include:
  - tracking vehicle electric use to include defined metrics on fleet vehicles, including driver and vehicle identification, charging session electric use, time spent charging, etc. and integration with our fleet management system/vehicle telematics to track dwell periods, range requirements, and mileage
- Provide real time data to each vehicle in the fleet on the status (available, in-use, or out of order) of the installed charging stations at State facilities.
  - Strong preference is to display the status information on the vehicle’s OEM onboard display, or, due to not all users having smart phones, on a device other than a smartphone app.
- Provide regular software updates for the installed charging stations and the data platform.
- Provide comprehensive and timely preventative maintenance and repair services for all EV charging stations installed at State facilities, to include those already installed.
- Provide a means for initiating charging sessions and conducting financial transactions between different user groups, including invoicing between State agencies for station usage, payments for State usage of public charging stations, and fee collection from State employees for workplace charging.

## Purpose:

The purpose of this RFI is to gain information about existing solutions for providing a large-scale and comprehensive EV charging transition, to include EVSE installation, maintenance and repairs, data, and administration.

This RFI contains preliminary information to serve as a platform to initiate discussion with the vendor community. The requirements of this RFI are in no way final nor represent what may be contained in a Request for Proposal (RFP) or other procurement vehicle. This issuance does not constitute a commitment to issue a solicitation, award a contract, or pay any costs incurred in preparation of a response to this request. Furthermore, interested vendors **shall abstain from submitting quotes or bids in response to the RFI.**

Responses to this RFI will assist DGS in preparing for the potential procurement and implementation of a Statewide EV charging solution.

## II. General Requirements

### General Vendor Information Requested:

- a) Name of Company
- b) Contact Person
- c) Address, Telephone number and E-mail Address
- d) Brief history of company
- e) List of clients for which the company has implemented the proposed or similar solution including a contact name, business or organization name, phone number, and email address for each client listed.
- f) Summary of Company's Current Offerings (products and services);
- g) Summary of Current Customer Base;
- h) Supporting materials such as brochures, literature, etc., if available

## III. Questions:

DGS requests that vendors also address the following questions and topics in their response to this RFI:

1. The State is looking to procure a comprehensive solution from planning through implementation. Describe your proposed solution(s) for:
  - a. Aggregating data from existing networks and the proposed network.
  - b. Initiating charging sessions and viewing station availability across multiple networks without access to smartphone apps.
  - c. If RFID cards are part of the solution, what is the process for distribution, tracking usage, and billing multiple agencies when there is a fee for charging?
  - d. Calculating "future proofing" on projects to plan for expansion.
  - e. Optimized distribution of EVSE across the state.
2. Describe how technology or software would be integrated into the solution. Describe any software components included in your proposed solution and how they could be integrated with vehicle telematics, fleet management software, station management and RFID card portals, fuel management software, etc

3. Describe basic requirements and issues which must be resolved prior to implementation of your solution.
4. Describe any potential obstacles, barriers, or limitations of the proposed solution. (Defining potential obstacles or barriers will enable the State to consider and possibly correct them prior to issuing a solicitation.)
5. Describe what a realistic timeframe would look like for the State to implement a solution that meets the goals outlined in section I above.
6. Please provide any supporting materials that will allow the State to understand how your proposed solution(s) will look in practice (e.g., screenshots of user interface screens, procedural workflow flowcharts, etc.).
7. Describe the security protocols that would be incorporated into your proposed solution.
8. In the future, how could this solution adapt to include use of additional technology such as managed charging, battery backup systems, inductive charging, integration with solar, and new technology on the horizon?
9. Describe any personnel required to complete the project. Include any subcontracting opportunities, if applicable.
10. Describe any preferred or certified partners, if any.
11. Please describe the process of preventive maintenance and repairs.
12. Describe the recommended ownership of the charging equipment (such as owned by the State, owned by third party and leased to the State, owned by third party and charging provided as a service to the State, etc.), as well as any revenue sharing structures for third party ownership on State property in cases of workplace or public charging.

## **IV. Requested Vendor Input**

DGS requests responders to recommend what statistics, documentation, and information DGS should furnish potential bidders in a future solicitation and what the importance is to the success of the procurement. Also, please provide any additional clarifications or areas for discussion that should be included. All input is valuable to us.

## RFI Process and Response Format

This RFI is being issued by DGS to seek initial Vendor input through a written response. Once the responses have been received, DGS may invite Vendors to an in-person or virtual oral presentation of their solution. This presentation is informational or for clarification only, for the purpose of determining feasible solutions and recommendations that might be included in a future procurement. An invitation does not indicate that the State is engaged in a pre-selection process for implementation of a responding Vendor.

### **Written Responses and Questions shall be submitted to the Procurement Officer identified below:**

Katrina Lawhorn  
Email: [katrina.lawhorn1@maryland.gov](mailto:katrina.lawhorn1@maryland.gov)

From the issue date of this RFI until the responses are due, vendors shall communicate only with the Procurement Officer.

**Written Questions shall be submitted to the Procurement Officer via email as indicated above.** The final deadline for written questions is **5:00 p.m.** on Wednesday, **March 16, 2022**. No questions will be accepted after that date.

**RFI Responses shall be submitted to the Procurement Officer via email.** RFI responses are due on **Wednesday, April 6, 2022**, by **5:00 p.m.**, and are to be sent to the Procurement Officer's email address as shown above. Responses to the RFI are to be submitted via e-mail as a MS Word document and/or Adobe PDF files. The subject line in the email submission shall state "Statewide EV Charging Solution Response."

### **Vendors shall not include any pricing information in their responses.**

Vendors should give specific attention to the identification of those portions of its response which it considers confidential, proprietary, commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Vendors are advised that, upon request for this information from a third party, the Procurement Officer will be required to make an independent determination whether information may be disclosed.

The inside title of the RFI is to be marked:

**Statewide EV Charging Solutions**

**RFI #: ES-22001**



## **Name of Respondent**

The purpose of the following section is to describe the format the vendors should use in responding to this RFI. DGS is very interested in your comments, ideas and opinions concerning implementing the State's EV Charging initiative.

The Sections which should be included in your response to the RFI are:

- **Transmittal Letter (Separate MS Word document or Adobe PDF file, named “RFI # Transmittal Vendor Name”)**

The transmittal letter should be in the form of a standard business letter and should be signed by a vendor authorized individual. The letter should include a statement that proprietary information is included, if applicable.

- **Response (Separate MS Word document or Adobe PDF file, named “RFI# Response VendorName”)**

Please provide responses to the questions as listed in Section II. In addition, please feel free to make any comments, observations, or suggestions which may assist DGS in planning its Statewide EV charging solution.

- **Supporting literature (separate MS Word document or Adobe PDF file, named “RFI Supporting Materials VendorName”)**

Product literature, brochures, white papers, press, and other publications which the vendor would like to submit in response to the RFI are to be emailed as separate files.

- **Proprietary Information**

The vendor should place all confidential data, in order, in a separate file clearly marked “RFI Number Confidential”. All data should be titled and reference the question to which the information is related.