

**Request for Information**

**RFI0319005018**

**Fleet Management System**

**Notice to Respondents**

Date of Issuance: October 22, 2018

Proposals Due: November 5, 2018 3:00 p.m. Central Time

For information regarding this notice and throughout this process, interested service providers shall contact only the issuing officer:

Julie Janssen  
Iowa Department of Administrative Services  
Hoover State Office Building – Level 3  
1305 East Walnut Street  
Des Moines, Iowa 50319-0105  
Phone: 515-281-5602  
E-mail: [Julie.Janssen@iowa.gov](mailto:Julie.Janssen@iowa.gov)

## **Section I - Introduction, Background, and Objectives**

### **1.1 Introduction**

The Purchasing Division of the Iowa Department of Administrative Services is seeking information from Respondents who are interested in providing a Fleet Management System at the Department of Administrative Services (DAS) Fleet Services. Information received from Respondents in response to this Request for Information (RFI) will be used to provide background information for the preparation of a Request for Proposals (RFP). The intended purpose of this RFI is to allow all interested Respondents to present statements of interest, qualifications and strategies for addressing the needs of the State in this area.

Respondents to this RFI should have expertise in the following area:  
Fleet Management Services Systems.

### **1.2 Background Information Concerning This Request for Information**

DAS Fleet Services is seeking information from Respondents with expertise in Fleet Management Services Systems.

DAS Fleet Services is planning to integrate all State of Iowa DAS Fleet Services data into one Fleet Management System.

DAS Fleet Services currently maintains three different systems (Mainframe, Agile Fleet Commander, and GPSi) and multiple manual spreadsheets to track all required data.

DAS Fleet Service is seeking information on one system that will allow it to track and maintain all necessary data in order to improve efficiency, training, and accuracy.

### **1.3 Summary Information about Participating Institutions and Facility**

DAS Fleet Services is a bureau under the Iowa Department of Administrative Services Central Procurement and Fleet Services Enterprise. DAS Fleet Services is responsible for the acquisition, management, policies, operation, maintenance, repair, and disposal of motor vehicles used for the transportation of State of Iowa employees in their official duties.

There is currently one (1) DAS Fleet Services location. DAS Fleet Services 109 S.E. 13<sup>th</sup> Street, Des Moines, Iowa 50319. All vehicle maintenance is done by contracted vendors. There are three (3) dedicated DAS Fleet Services staff that will need access to the Fleet Management Services Systems. Various accounting, procurement, and agency staff may also be using the proposed system.

The State of Iowa DAS fleet consists of approximately 2,800 vehicles total. This includes approximately 150 motor pool vehicles.

### **1.4 Request for Information Procedures**

This request requires any Respondent wishing to submit information to respond RFI by 3:00 p.m., Central Time, on October 29, 2018.

Respondents must provide 1 electronic copy and 2 hard copies of their proposal by the specified due date and time. The electronic copy may be e-mailed or on a CD and included with the hard copies.

**1.5 Schedule of Events**

Issue RFI	October 22, 2018
Questions regarding RFI Due	October 29, 2018
RFI Responses Due	November 5, 2018

**1.6 Contact Information**

The contact at the Purchasing Division of the Iowa Department of Administrative Services for inquiries, comments, clarification questions and scheduling will be:

Julie Janssen, Purchasing Agent  
Department of Administrative Services  
Hoover Building, Level 3  
Des Moines, Iowa 50319-0105  
[Julie.Janssen@iowa.gov](mailto:Julie.Janssen@iowa.gov)  
Telephone 515-281-5602

**1.7 Clarification Questions**

Clarification questions about this RFI are to be submitted to the Division of Purchasing, Iowa Department of Administrative Services by the date and time noted in paragraph 1.5 and to the attention of the contact noted in paragraph 1.6.

**1.8 Submission of Responses**

The response may be hand-delivered, faxed, e-mailed, or mailed to the Purchasing Division, Iowa Department of Administrative Services to the attention of the contact noted in paragraph 1.6. If the information is to be provided electronically, the response may be limited to instructions regarding access of the electronic information. Responses will not be accepted over the telephone.

**1.9 Review and Rejection of RFI Responses**

The State reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the State to award any contract. This RFI is designed to provide Respondents with the information necessary for the preparation of informative response proposals of product. This RFI process is for the States' benefit and is intended to provide the State with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Respondent is responsible for determining all factors necessary for submission of a comprehensive response. The RFI response will not be subject to an RFI type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Respondent, if an estimate, Respondent shall state that it is an estimated or approximate cost*) of processes offered and of abilities to perform services that may be of use to the State.

An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Respondents are asked to make every effort to meet the RFI timelines and to include the requested information:

**1.9.1** Failure of Respondent to deliver the response by the due date and time.

**1.9.2** Failure to include information requested in the RFI.

**1.10 Public Records and Requests for Confidential Treatment**

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

**1.10.1 Form 22 Request for Confidentiality**

***FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S PROPOSAL. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.***

**1.10.2 Confidential Treatment Is Not Requested**

A Contractor not requesting confidential treatment of information contained in its Proposal shall complete Section I of Form 22 and submit Form 22 with the Proposal.

**1.10.3 Confidential Treatment of Information is Requested**

A Contractor requesting confidential treatment of specific information shall: (1) fully complete Section II of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Contractor believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFI.** The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

#### **1.11 Copyrights**

By submitting a response the Respondent agrees that the state may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Respondent represents that such copying will not violate any copyrights in the materials submitted.

#### **1.12 Restrictions on Gifts and Activities**

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

#### **1.13 Content of the RFI**

**1.13.1** The State reserves the right to modify this RFI at any time.

**1.13.2** Responses should be based on the material contained in this RFI or any other relevant information the Respondent thinks is appropriate.

**1.13.3** By submitting a response each Respondent agrees that it will not bring any claim or have any cause of action against the State, the Department of Commerce, the Attorney General, or the State of Iowa, or any employee of the State, Department of Commerce or Attorney General, based on any misunderstanding concerning the information

provided or concerning the States' failure, negligent or otherwise, to provide the Respondent with pertinent information as intended by this RFI.

**1.14 Cost to Respondents**

The State is not responsible for any costs incurred by a Respondent, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

**1.15 Responses Property of the State**

All printed information used to demonstrate a Respondent's product becomes the property of the State. The State will have the right to use ideas or adaptations of ideas that are presented in the responses.

**1.16 Sources of Information Used by the State In Addition to the Responses**

The State reserves the right to contact Respondents after the submission of responses for the purpose of clarification and to ensure mutual understanding.

**1.17 No Obligation to Issue RFI**

The issuance of this RFI does not obligate the State in any way to issue an RFP for the goods and services described in this RFI.

## **Section II - Submittal Requirements**

### **2.1 Respondent Identifying Information**

- 2.1.1** State the name and principal place of business of the Respondent.
- 2.1.2** Identify the Respondent's type of business entity such as a corporation or partnership.
- 2.1.3** State the Respondent's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the Respondent. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.
- 2.1.4** State the name, address, email address, telephone number and FAX number of the Respondent representative to contact regarding all technical matters concerning this RFI.

### **2.2 Respondent References**

- 2.2.1** List all jurisdictions or customers for which the Respondent has provided similar products.
- 2.2.2** Indicate the dates on which each contract began and ended or is expected to end.
- 2.2.3** Please include any applicable references, including name, telephone number and position of the reference with respect to the identified service, and explain how this could benefit the State.

### **2.3 Respondent Experience with Fleet Management Systems**

Please provide narrative describing your experience with Fleet Management systems. Include information about who you provided the service for, particularly for public entities.

### **2.4 Fleet Management System Mandatory Operational Functions:**

- 2.4.1** Provide a brief overview of how the proposed solution covers the following mandatory requirement functions of the proposed Fleet Management System listed below:
  - Vehicle inventory
  - Vehicle maintenance
  - Licensing and registration
  - Depreciation
  - Cost management
  - Driver management
  - Incident management
  - Dispatch management
  - GPS tracking
  - Utilization

- Vehicle Disposal
- Reporting

## **2.5 Fleet Management System Software:**

Describe the capabilities and features of the proposed software functions listed below both from a user's perspective and an administrator's perspective:

- Web-based
- Mobile – iOS and Android
- Automatically process incoming files from other vendors
- Customer database
- Vendor database

## **2.6 Fleet Management System Support**

Provide a brief overview of how the proposed solution covers the support functions listed below:

- On-line
- Business Hours
- Manufacturer's standard warranties
- Manufacturer's extended warranties
- Response times for repairs and replacement components
- Provide description of scheduling procedures, lead time, and response time

## **2.7 Fleet Management System Training**

Provide a brief overview of how the proposed solution covers the following training functions listed below:

- User Manuals
- Webinars
- In Person

## **2.8 Fleet Management System Operational Functionality**

**2.8.1** Describe the Vehicle Inventory capabilities and functions listed below:

- Purchase orders
- Vehicle assignment
- After-market accessory tracking
- Mileage Tracking



- Scanning tool requested
- 2.8.2** Describe the Vehicle Maintenance capabilities and functions listed below:
- Routine maintenance
  - Scheduled maintenance
  - Parts management
  - Tire management
  - Key and lock management
  - Service history tracking
  - Ad hoc requirements
- 2.8.3** Describe the Licensing and Registration capabilities and functions listed below:
- Title management
- 2.8.4** Describe the Depreciation capabilities and functions listed below:
- GAAP
  - Depreciation Fund
- 2.8.5** Describe the Cost Management capabilities and functions listed below:
- Cost per mile
  - Other analysis
- 2.8.6** Describe the Drive Management capabilities and functions listed below:
- License checks (Iowa Department of Transportation (DOT) data)
  - Defensive driving
  - Personal vehicle mileage ((1/3) DAS Fleet Services Financial System data)
- 2.8.7** Describe the Incident Management capabilities and functions listed below:
- Accidents
  - Repairs
  - Fines
- 2.8.8** Describe the Dispatch Management capabilities and functions listed below:
- Booking system for pool vehicles (daily and long-term)
  - Customer self-service
- 2.8.9** Describe the GPS Tracking capabilities and functions listed below:
- Integration with existing GPS units

- Utilization By vehicle type
- Daily vs. long-term

**2.8.10** Describe the Vehicle Disposal capabilities and functions listed below:

- Auctions
- Sales to State agencies

**2.8.11** Describe the Reporting capabilities and functions listed below:

- Routine Management Reports
- Ad Hoc, Customized reports

## **2.9 Fleet Management System Estimated Cost Proposal**

Pricing for the proposed system must clearly indicate and include but not be limited to; all hosting fees, conversion, implementation, hardware, software, system interfaces, project management, and annual maintenance and licensing costs.

The pricing information provided shall be used for budgeting purposes only.

Form 22 – Request for Confidentiality

**CONTRACTOR NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED**

**THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (PROPOSAL) TO THE REQUEST FOR PROPOSAL (RFI). THE FORM IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.**

**FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.**

**I. Confidential Treatment Is Not Requested**

A request for confidential treatment of information contained in our Proposal is not submitted.

_____ Company	_____ RFI Number	_____ RFI Title
_____ Signature	_____ Title	_____ Date

\*\*\*\*\*

**II. Confidential Treatment Is Requested**

**The below information is to be completed and signed *ONLY* if Contractor is requesting confidential treatment of any information submitted in its Proposal.**

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Proposal (RFI), a Contractor requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Contractors should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Contractor shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFI for instructions regarding how to request confidential treatment of portions of its Proposal.

**NOTE:**

- 1 Completion of this Form is the sole means of requesting confidential treatment.**
- 2 A CONTRACTOR MAY NOT REQUEST PRICING PROPOSALS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Contractor's submission does not guarantee the agency will grant Contractor's request for confidentiality. The Agency may reject Contractor's Proposal entirely in the event Contractor requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFI.

**To request confidentiality, Contractor must provide the following information:**

- 1 ☐ Contractor must conspicuously mark confidential material in its Proposal in accordance with the section titled Public Records and Requests for Confidential Treatment. **Check box when completed.**
- 2 Contractor must specifically identify and list the Proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:
  - Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
  - Justify why the material should be kept in confidence.
  - Explain why disclosure of the material would not be in the best interest of the public.
  - Provide the name, address, telephone, and email for the Contractor's person authorized to respond to inquiries by the Agency concerning the status of confidential materials.

**Please provide the information in the table below. Contractor may add additional lines if necessary or add additional pages using the same format as the table below.**

RFI Section:	Contractor must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Contractor must justify why the material should be kept in confidence.	Contractor must explain why disclosure of the material would not be in the best interest of the public.	Contractor must provide the name, address, telephone, and email for the person at Contractor's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

- 3 ☐ Contractor must submit a Public Copy of its Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This Form must be signed by the individual who signed the Contractor's Proposal. The Contractor shall place this Form completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

***\*Failure to provide the information required on this Form may result in rejection of Contractor's submittal to request confidentiality or rejection of the Proposal as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal.***

\_\_\_\_\_  
Company

\_\_\_\_\_  
RFI Number

\_\_\_\_\_  
RFI Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Title

Date

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**Department of Administrative Services – Central Procurement Bureau Review**  
**(For Agency use only)**

- ☐ Contractor's Proposal is rejected as non-compliant because of one or more of the following reasons:
- ☐ Contractor's Proposal is rejected due to not submitting a fully completed Form 22 to either request or not request confidential treatment of information.
  - ☐ Contractor's Proposal is rejected due to the request to treat the entire response as confidential.
  - ☐ Contractor's Proposal is rejected due to the request to treat Proposal pricing as confidential.
  - ☐ Contractor requested confidentiality without submitting a ***fully completed*** Form 22.
  - ☐ Contractor requested confidentiality and failed to conspicuously mark such material as confidential within its Proposal in accordance with the RFI.
  - ☐ Contractor requested confidentiality without submitting a public copy of its Proposal with the confidential information redacted.
  - ☐ Contractor requested confidentiality on material in contravention of the RFI.
  - ☐ Other: \_\_\_\_\_.
- ☐ Contractor's submission is accepted.<sup>1</sup>

\_\_\_\_\_  
Purchasing Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RFI Number

\_\_\_\_\_  
RFI Title

\_\_\_\_\_  
**NOTE:** Agency's acceptance of Contractor's submission should not be construed as Agency's approval of Contractor's request for confidentiality. Instead, acceptance of Contractor's submission simply means that Agency believes Contractor's Form 22 appears fully completed in accordance with the RFI.