Iowa Department of Administrative Services

Service • Efficiency • Value

Governor Kim Reynolds
Lt. Governor Adam Gregg

Janet Phipps, Director

DAS

October 26, 2018

To: All Potential Respondents
From:  Julie Janssen, Purchasing Agent
Subject:  RFI0319005018 Fleet Management System

**Addendum Three**

**Please amend the subject RFI to include answers to the following timely received questions:**

Q1.  What is the estimated cost of the Fleet Management Services project?
A1.  DAS issued the RFI in an effort to help determine costs.

Q2.  Has the Department allocated funding for the Fleet Management Services yet? If so, through which source (budget, CIP, state/federal grant etc.)?
A2.  No, there is no allocated funding at this time.

Q3.  Should the Department decide to proceed past the RFI process, what is the time frame in which a solicitation may be issued?
A3.  That has not yet been determined.

Q4.  Which other systems will have to integrate or interface with the Fleet Management Services?
A4.  See Section 2.8

Q5.  Which operating platform does the Department currently use? / Is desired for the Fleet Management Services?
A5.  See Section 1.2:  DAS Fleet Services currently maintains three different systems (Mainframe, Agile Fleet Commander, and GPSi) and multiple manual spreadsheets to track all required data.

Q6.  Can the Department elaborate on any additional drivers behind this acquisition that may not be addressed in the RFI?
A6.  See Section 1.2: 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.

Q7.  What is the number of users anticipated for the Fleet Management Services?
A7.  See Section 1.3: The State of Iowa DAS fleet consists of approximately 2,800 vehicles total. This includes approximately 150 motor pool vehicles.

Q8.  Who is the technical contact and/or project manager for the Fleet Management Services?
A8.  The only contact for this RFI is the Issuing Officer listed on the RFI cover page.

Q9.  Have you had any external assistance preparing this RFI?
A9.  No.

Q10. Does the Department anticipate any professional or consulting services may be needed to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)?

A10. No.

Q11. As part of the addendum, it said that if you don't respond to the RFI, it won't disqualify you from responding to the RFP. Do you know when a RFP will be issued, or if an RFP will definitely be issued after the RFI?

A11. No. The State has no target date at this time.

Q12. Would DAS be willing to extend the RFI due date by one week? November 12, 2018

A12. No, DAS is not willing to extend the due date.

Q13. Does DAS utilize VMRS codes in their Fleet Management?

A13. Not currently.

Q14 **2.9 Scanning Tool requested**: Please clarify the requirements for the Scanning Tool requested.

A14. The scanning tool is an optional service - please provide information on what you offer.

Q15. **2.8.6 Drive Management Capabilities:** For the License Checks and Personal Vehicle Mileage, please clarify if integrations with the Iowa DOT and DAS Fleet Services Financial System will be required.

A15. Yes - the ability to import reports is required.


**Please acknowledge receipt of this addendum by signing in the space provided below, and <u>return this letter with your offer (do not send back separately).</u>**

I hereby acknowledge receipt of this addendum.


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|---|---|
| Signature | Date |


Typed or Printed Name