



REQUEST FOR COMPETITIVE SEALED PROPOSALS

FLEET MANAGEMENT/FLEET MAINTENANCE SYSTEM

SOLICITATION NO: R-11-013-MF

ADDENDUM #2 | August 12, 2011

CHANGE TO RESPONSE FORMAT: REQUEST FOR COMPETITIVE SEALED PROPOSALS

Page 9 of 49, Item 5. Detail of Functionality and Features

Delete the paragraph in its entirety and replace with the following two (2) paragraphs:

Provide a complete list and sample pages of currently available canned reports that will be delivered with the system. These sample pages will not count against the total page limit.

Provide a detail of your system's features and abilities. Please take into consideration the capabilities which SAWS considers desirable as provided below:

Page 9 of 49, Specifications Checklist

Delete the paragraph in its entirety. Replace with the following:

Please respond fully to each specification listed in the Fleet Maintenance Technical and General Requirements Matrix, Appendix 1. Omissions and/or incomplete answers will be deemed non-responsive.

Page 10 of 49

Delete the page in its entirety. Replace with the following paragraph:

From the written material presented, the specifications will be assigned point scores based upon Respondent's ability to address the desired feature or defined task. Total points will be calculated by multiplying the points awarded by a predetermined weight factor for each criterion.

END CHANGE TO RESPONSE FORMAT: REQUEST FOR COMPETITIVE SEALED PROPOSALS

CHANGE TO APPENDIX 1: REQUEST FOR COMPETITIVE SEALED PROPOSALS

Appendix 1 is deleted in its entirety, and replaced with a new document. The new document is entitled *Appendix 1_Fleet_Management_Technical and General Requirements_Matrix_revised_081211.xlsx* and is located at the following link: http://www.saws.org/business_center/contractsol/Drill.cfm?id=257&View=Yes
It has been unlocked for easier entry of information.

END CHANGE TO APPENDIX 1: REQUEST FOR COMPETITIVE SEALED PROPOSALS

No other items, dates, or deadlines for this RFCSP are changed.

END ADDENDUM #1

Questions and Answers for:

FLEET MANAGEMENT/FLEET MAINTENANCE SYSTEM
SOLICITATION NO: R-11-013-MF

August 12, 2011

1. **It appears that you will have 2 fuel integrations (EJ Ward and PCard) both flat file integrations. Is there any other fuel integrations required?**

Response: At the present time no other fuel files are utilized. On the PCard we do not receive an electronic fuel transaction. It is a hard copy invoice received when the fuel is purchased. EJ Ward is the only file we currently receive.

2. **What fluid system (s) will need to have an integration?**

Response: Assuming this question is referring to coolants, hydraulic fluids, etc., we currently do not receive any files with this information. None needed in the integration.

3. **Please confirm that the Parts Inventory information is in the Lawson system.**

Vehicle (asset) data has been converted into Hansen. The software program selected will have to allow for data transfers from the organization's supply system for Parts. SAWS utilize Lawson. Please define what data is to be converted from Hansen, equipment? work order detail or summary costs? Fuelings? Etc.

Please provide an example of the type of parts data that will be integrated between (Lawson) and the FMIS.

- a. **Will this be a 2-way integration or a simple import?**
b. **Is the (Lawson) system equipped to integrate using web-services?**

What data would be transferred from the Lawson system? What are the touch points that SAWS would require? How will this information be made available?

Response:

Financial

- Assets are created in Lawson Asset Management when purchased. Detailed asset information is required in the Fleet system **Lawson → Fleet**
- Asset Information, including utilization rates, needed in Hansen Work Order for costing. At a minimum Equipment ID, Equipment Description, Utilization rate/units **Fleet → Hansen**
- Work Order numbers, Costs from Fleet work orders to GL **Fleet → Lawson**

Procurement/Purchasing

- Lawson is inventory system of record (parts). At a minimum, Item number, Description, Quantity and Cost are required **Lawson → Fleet**
- Lawson Requisition Center used for procurement. WO numbers created in Fleet, used in Lawson for requisitioning **Fleet → Lawson**

- Integration between Fleet and Lawson for requisitioning and receiving to emulate current process for Hansen Work Order - Lawson

Human Resources

- Employee information exported for Fleet work orders, Pay Codes and Labor Hours **Lawson→Fleet**

Lawson System general integration

- SAWS Lawson uses import/export functionality. Lawson supports Web services but that functionality is not utilized at SAWS.
- SAWS resources are available for Lawson-side integration.

4. With the Motor Pool Module are you looking for an attended or unattended Motor Pool? If unattended how many keys will need to be tracked?

Response: It will be unattended. 30 sets of keys will need to be tracked.

5. If the expectation is to receive as part of the quotes a data conversion estimate; we will need the following:

a. Number of Assets?

Response: Fleet asset data for 1,206 pieces of equipment, number of fields per asset to be determined.

b. Number of Work Orders?

Response: Work orders will not be converted but amount to 16,000 annually.

c. Number of Inventory Items?

Response: Parts inventory is currently approximately 680

d. Number of other Fleet Transactions by type?

Response: Fuel transactions will not be converted but amount to 400,000 annually.

e. Any other data which needs to be migrated?

Response: No other transactions are expected to be converted.

6. On the integrations, is the expectation for the selected consultant to perform the integration end to end (Both the Lawson and EAM side)? Or does SAWS have Lawson resources to handle the Lawson side of the integration?

Response: SAWS does have resources to handle the Lawson side of the integration.

7. In the End User Training, how many people need to be trained? Can they be trained at one time, which may depend on the number from the first question? Does SAWS have appropriate training rooms available?

How many users by role (technician, Supervisor, Admin/Manager, Inventory) need to be trained?

Response:

From an IT standpoint we will train 10 people from a technical aspect: (System Admin, DBA, Application Analyst, etc).

As well as fleet personnel:

29 technicians

5 lead technicians

2 foremen

2 clerks

1 admin

1 manager

1 director

3 parts personnel

Due to workload they cannot all be trained at the same time. Five groups of 10 will be provided by Fleet. SAWS does have training rooms available.

- 8. For any custom reports required based on the RFP, would the thought be for the selected consultant to create X number of custom reports and SAWS staff to be trained, and they can generate any additional custom reports required?**

Response: The expectation is the vendor provides the reports. There are numerous reports that are considered standard in the Fleet community. They are common to all good Fleet systems. Further expectation is the end user would have access to the source code for the report; SQL commands, etc, so the basic reports could be tailored to meet unique needs. Provide a complete list and sample pages of currently available canned reports that will be delivered with the system. These sample report pages will not count against the total page count limit.

- 9. The RFP asks for bar-coding capability. Can you describe the current process in utilizing Bar-coding and / or future state business processes with bar-coding?**

Response: Currently no bar coding is utilized in Fleet. We envision the ability to scan part numbers and job codes for work orders. There is a wide range of bar coding possibilities in Fleet. We would like to use this technology to track tires, batteries, equipment numbers, etc.

- 10. Is the price proposal included in the page count?**

Yes.

- 11. How many years of work order history does SAWS seek to convert and of that should it be Full work order detail data conversion or summary cost information conversion?**

Response: None - Fleet does not need any work orders converted. Fleet will start fresh at Go-Live.

- 12. What Microsoft Data Warehousing Tools is SAWS using? Will SAWS require an extract from the Fleet System and import in the data warehouse or will SAWS need a database connection to read the information?**

Response: SAWS currently uses Microsoft SQL Server, Integration Services, Analysis Services, and Reporting Services. If SAWS elects to extract information from the Fleet System, we will need a database connection to extract data from the Fleet System.

13. Without knowing what reporting needs are not met until the project starts, how would SAWS like vendors to propose report writing services? (bucket of hours v. design only services)

Response: The expectation is the system will be delivered with a number of pre-canned fleet oriented reports and an end user friendly reporting tool such as providing the SQL code so the end user can customize reports. The intent is to not burden SAWS Fleet with designing the reports.

14. Are the Credit Card transactions for authorized services, Internal Parts, and Commercial Parts to be posted from product codes? Are these transactions for post processing from the credit card service company?

Authorized for the Purchase of Services (Internal Location - Non-Commercial)	Is in pr ov mi Y/
Authorized for the Purchase of Services (External Location - Commercial)	Is co la
Authorized for the Purchase of Internal Parts (Internal Location - Non-Commercial)	Is at or
Authorized for the Purchase of Commercial Parts (External Location - Commercial)	Is at or

Fleet Response: This seems to be more of an integration question. I don't know how the parts information will be brought into the Fleet system. Most vendors have some sort of import function that ties parts information back to a work order.

15. Line 1158 of the general requirement tab calls for a unique system generated card number. Please explain what is meant here? Will SAWS be issuing internal credit cards?

This typically will signify the type of card; master card, visa, debit. This would allow Fleet to know it was from one of our SAWS p-cards in Fleet.

16. Which commercial cards are being used for fueling? Commercial work, etc.

Fleet Response: At the present time we do not have any commercial fueling locations. The purchase of fuel and fuel contracts is controlled by Supply. Fleet role is budgeting only. We are a customer of the fuel data.

17. Will column E of the General Requirements sections be fixed?

Response: The Requirements Matrices, Appendix 1, is being replaced in its entirety with revised and unlocked document.