STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR INFORMATION # 32106-2024-001 AMENDMENT # 1 FOR VEHICLE AND ASSET MANAGEMENT FLEET MANAGEMENT SOFTWARE DEVELOPMENT

DATE: October 25, 2024

RFI # 32106-2024-001 IS AMENDED AS FOLLOWS:

1. **This RFI Schedule of Events updates and confirms scheduled RFI dates.** <mark>Any event, time, or date containing revised or new text is highlighted.</mark>

	EVENT	TIME (Central Time Zone)	DATE (All dates are State business days)
1.	RFI Issued		October 4, 2024
2.	Written Questions and Comments Deadline	2:00 pm	October 18, 2024
3.	State Response to Written Questions and Comments		October 25, 2024
4.	RFI Response Deadline	2:00 pm	November 1, 2024

2. **State responses to questions and comments in the table below amend and clarify this RFI.**

   Any restatement of RFI text in the Question/Comment column shall <u>NOT</u> be construed as a change in the actual wording of the RFI document.

QUESTION / COMMENT	STATE RESPONSE
1. What is the State's number of assets/vehicles?	Approximately 9,300 to 9,400 pieces, counting on and off road.

QUESTION / COMMENT	STATE RESPONSE
2. What is the number of internal users?	20 internal (50 external for view only).
3. Are there any portal requirements?	Yes - any 3rd party system would exist outside of our ERP system with a direct punchout. There would be many requirements from State Security for certificates being a government entity.
4. Is the State using a Fuel System? Gas Boy, etc.	WEX and Fuelman fuel cards.
5. Are there other interfaces? A Payment System?	Interfaces - Valvoline and Firestone.
6. Current active fleet size?	Approximately 9,300 to 9,400 pieces, counting on and off-road.
7. Is the State preferring an On-Premise of SaaS solution?	No; we are trying to move away from on premise features and working via cloud IaaS/SaaS solutions.
8. The State is requesting the following "Provide a project timeline to complete all of the requirements described in Section 3 of this RFI, including a breakout of project phases." We can't locate any requirements listed within Section 3. Can the State advise where we can find the requirements?	Please see revised Item# 10 of the Technical Information Form included in Amendment#1. "10. Provide a project timeline to complete a project of this scope, including a breakout of project phases."
9. How many vehicles is the current system expected to handle, and is there a future growth target for fleet capacity?	Approximately 9,300 to 9,400 pieces, counting on and off road. There will be growth but no current target, only as customers develop needs.
10. Are current vehicles equipped with any sensors like tire pressure monitoring, engine oil monitoring, GPS tracking, or fuel efficiency sensors? If not, is there a plan to integrate the system with IoT devices and telematics for real-time vehicle monitoring?	Samsara (or Ford Pro) is being utilized on almost 7000 on road assets, with plans to encompass the entire fleet.

QUESTION / COMMENT	STATE RESPONSE
11. Does the vehicle management system focus solely on vehicle parts, or does it extend to non-vehicle assets (e.g., tools, equipment, and other transportation-related assets)?	The fleet will include trailers, UTV, ATV, mowers, tractors, tractor attachments, skid and track steer and others. Minimum value of an asset must be greater than $5,000.
12. What are the current software tools or systems in use for fleet management? (ERP, spreadsheets, custom solutions)	ERP system - PeopleSoft, Maintenance Management module (with touchpoints in Asset Management, Purchasing, Accounts Payable, General Ledger, and Project Costing).
13. What type of capital and non-capital assets do you manage, and how are they currently recorded?	Capital equipment is over $5,000 and usually self-powered, to include trailer and off-road attachments. Non-capital assets are only the leased vehicle program. Both are recorded in the current fleet system.
14. How detailed does the system need to be in terms of tracking assets (e.g., by make, model, year, condition, service history)?	Year Make Model VIN Color Bumper Sticker Number Rotation Reason (fifty characters for an explanation on why an asset is being re-issued for a second life) Surplus Asset (the tag of the asset being turned in as the direct replacement) Title Number Secondary License Plate and Month of Expiration Replacement Fiscal Year Designation Fuel Type Fuel Capacity Fuel Card Billing Link This is a general list and should not be considered all inclusive, assuming the assignment information is also included as reportable data.
15. How do you currently handle procurement of assets, and what are the pain points in the process?	Procurement is completed with a function outside of the fleet system.
16. How does the system interact with vendors and track the lifecycle of a purchase (from order placement to asset receipt)?	The State does not currently communicate with vendors regarding expected delivery timeline. The State would be open to refining or changing this process.

QUESTION / COMMENT	STATE RESPONSE
17. How do you track maintenance requests, and what specific data points should be captured in the system (e.g., labor, materials, parts, time)?	Maintenance requests are tracked by service request, specific data collected is vendor name, mileage, repair type, and cost.
18. How do you currently handle asset disposal for both capital and non-capital assets? What is the workflow from "in service" to disposal?	Manual entry by in house team.
19. What stages does an asset go through before it is completely disposed of? Are there any approvals or processes in place that need to be automated?	VAM would like to see a status of "Pending" before "In Service" and a status of "At Surplus" between "In Service" and "Disposed."
20. How should security features be implemented for specific processes, such as card usage tracking, or vehicle reassignment?	Refer to Access level answer to add individual user rights.
21. What are the access levels needed for different users in the system (e.g., agency contacts, VAM staff, vendors)?	VAM staff, STS Staff, and Agency Contacts. all are state employees. Vendors (who participate in Direct Invoicing) will need access to enter their invoices on site.
22. Can you describe the interface between the system and the Edison General Ledger? What data needs to be transferred, and in what format?	The current data that goes to GL are the maintenance work orders, fuel interface data, depreciation/lease rate/admin fee billings.
23. What kind of reports do you need generated (e.g., asset history, maintenance reports, purchase order status, wreck reports)?	Asset history with last meter reading and date, maintenance reports, purchase order status, wreck reports, assignment status, commuting status, fiscal replacement designation, fuel usage, acquirement funding source, regular series license plate expiration, custom reports with distribution schedules for customer agencies, fuel transaction error, asset detail specification (including missing information), assets by status designation (Pending, In Service, At Surplus,). Vendor invoice current historical data, Fleet utilization.
24. How should customization for additional metrics be handled? Do you expect users to define metrics on their own?	Any existing telematics data, or any combination of existing telematics data, should be configurable as a new trackable metric, or set of metrics, within the Fleet management system. System should also allow for the addition of new telematics data as it becomes available.

QUESTION / COMMENT	STATE RESPONSE
25. How are odometer readings currently handled (manual, telematics)? What types of readings need to be captured?	Telematics, work order and the rare manual entry. Mileage or hours.
26. How should preventative maintenance alerts be generated? What types of preventative actions should the system track (e.g., oil changes, tire rotations)?	Oil changes, transmission services, recall cleared. Alerts could be sent via email, text message, or other recommended methods.
27. How much customization do you require for this system? Can users create custom categories, filters, or reports based on their needs?	Customization of reports is necessary
28. Are there any external APIs or web services that need to be integrated with the system for asset management, vehicle tracking, or maintenance requests?	The state's PeopleSoft ERP system is the system of record. We currently have an API with Samsara (telematics) to bring in odometer readings to the Asset Management module. We also have a fuel interface (flat file format, not web services) that brings in the previous week's fuel transactions to bill to GL. All asset purchases, goods/services purchases either have to originate in the ERP system or be interfaced from this new 3rd party in order to pay vendors.
29. How is maintenance and procurement currently managed, and what improvements are expected from this new system?	One team handles asset procurement, which is expected to be maintained external to the fleet record system. This new fleet system should accept data from that system, and manual entry.
30. Are there specific data retention or compliance requirements (e.g., seven years of storage for asset records)?	Seven years of storage of an asset's records after the date of disposal. We currently have an active 1975 piece of equipment and a 1981 vehicle.
31. How many concurrent users will be accessing the application at any point of time?	Up to 70.

QUESTION / COMMENT	STATE RESPONSE
32. Please provide a breakdown of users who will need access to the system – it would be helpful to break down the user count in the following categories: • Number of Essential Users – these users would have 1 username/password and be able to access the system through a laptop (full desktop access), and/or their mobile device (tablet or phone). This is great for admins and those that may work at a desk but also may need to be in the field with a tablet or phone. • Number of Mobile Users – Suited for Maintenance Supervisors, Planners, Reliability Engineers or field workers. • Number of Requestor users – Intended for users with limited asset management system requirements, or users outside your organization.	VAM is looking at 20 Essential Users and 50 view only users
33. Please identify the system(s) the VAM need to integrate with.	WEX, Fuelman, Valvoline, Firestone, Samsara; States ERP system.
34. Does the department have any target implementation timeline?	The State does not currently have a firm timeline.
35. What is the ERP solution in place currently?	PeopleSoft is the current ERP system.
36. Does the State have a target budget?	The State does not currently have a target budget.
37. For the requirement "The system should be able to store taxation class information for users (some users are exempted and there are various levels).", can the State provide what the intended use is for the tax class data? Additionally, can the State confirm they have the requirement to "store" taxation class information? RFI Section Attachment 1 - Fleet Management Workbook	The system should separate the designated operators, who have assigned usage of an asset, into four categories and be able to report on all users in each category. The system will need a pool type designation and the ability to report those also.

QUESTION / COMMENT	STATE RESPONSE
38. For the requirement "The system should allow the taxation information to be transferred to payroll.", can the State confirm if the requirement is to have a data field on the driver record to indicate whether or not (Yes/No) an employee is taxable, and be able to transfer that data to the payroll system via integration? If not, can the State provide additional clarity to which taxation information data fields are required to be transferred to payroll? RFI Section Attachment 1 - Fleet Management Workbook	The designated operators being separated in four categories and reports generated.
39. For the requirement "The system should allow the taxation information to be transferred to payroll.", are APIs available? RFI Section Attachment 1 - Fleet Management Workbook	The capability for automation exists.
40. For the requirement "The system should allow for selective billing.", can the State explain what is meant by selective billing? Also, can the State provide specific requirements for selective billing? RFI Section Attachment 1 - Fleet Management Workbook	The State would like to specialize billing per asset. Different assets have different admin costs, and leased vehicle rates change depending on the model and year. The State would like to able to redirect partial months to correct billing codes.
41. For the requirement "The system should read vendors weekly invoice reports and collect all pertinent data for the creation of Work Orders and Purchase Orders", will the State allow file transfer or API transmission of invoice reports, as opposed to Optical Character Recognition (OCR), as a means to meet this requirement? RFI Section Attachment 1 - Fleet Management Workbook	Vendors would need to meet State security requirements for transmission.
42. For the requirement "The system should catch any misread or mis-recorded data from the invoice reports and store them for error corrections.", will the State allow error identification/flagging features via file transfer or API transmission of invoice reports, as opposed to OCR, as a means to meet this requirement? RFI Section Attachment 1 - Fleet Management Workbook	Vendors would need to meet State security requirements for transmission.

QUESTION / COMMENT	STATE RESPONSE
43. For the requirement "The system should designate any invoice as an error that reports a total price over VAM's price limits, unless a valid Service Requests number is associated to the invoice.", will the State allow this flagging feature via file transfer or API transmission of invoice reports, as opposed to OCR, as a means to meet this requirement? RFI Section Attachment 1 - Fleet Management Workbook	Vendors would need to meet State security requirements for transmission.
44. For the requirement, "Provide a project timeline to complete all of the requirements described in Section 3 of this RFI, including a breakout of project phases.", we are unable to locate a section 3 of the RFI which outlines requirements. Can the State provide clarification as to which requirements section this is in reference to? RFI Section 6, #10	Please see revised Item# 10 of the Technical Information Form included in Amendment#1. "10. Provide a project timeline to complete a project of this scope, including a breakout of project phases."
45. For #5 of the technical information form, should additional requirements be included as new rows in RFI 32106-2024-001_Attachment 1_Fleet Management Workbook or written out in section 5 of the Technical Response Form? RFI Section 6, #5	Please separate suggested additional requirements from the Fleet Management workbook. They can either be submitted in another excel sheet or included as a response to Item# 5 of the Technical Response form.

3. **Delete RFI section 6. TECHNICAL INFORMATION FORM Item #10 in its entirety and insert the following in its place** (any sentence or paragraph containing revised or new text is highlighted)**:**

10. Provide a project timeline to complete a project of this scope, including a breakout of project phases

4. **RFI Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFI not expressly amended herein shall remain in full force and effect.