Winnipeg

Corporate Finance Department

Materials Management Division **243-2021 ADDENDUM 1**

**FLEET MANAGEMENT INFORMATION SYSTEM
AND IMPLEMENTATION**

ISSUED: January 10, 2022
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URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**
Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Proposal may render your Proposal non-responsive.

QUESTIONS AND ANSWERS

Q1: When does the city anticipate starting this project, and related timelines including questions cut-off dates – award, negotiation, kick-off, and expected completion date (go-live)?

A1: Award of contract is expected to occur within 180 calendar days following the submission deadline. Kick-off date, completion date, and other milestone dates should be presented by the Proponent.

Q2: Is the 20 years of costing realistic for technology projects where things change quite quickly? Are you expecting in years 10-20 to be primarily escalation focused?

A2: 20 years is considered approximate only. The City will use 20 years for the purpose of comparing Proposals. The Work to be done under the Contract shall consist of provision of the Solution and implementation for one (1) year from the completion of initial installation and Go Live, with the option of nineteen (19) mutually agreed upon one (1) year extensions. The "Ongoing Cost" services described in Items 2-20 in Form B shall be done on an "as required" basis during the term of the Contract.

Q3: Is the city expecting delivery of project to be on-site at this point, or is remote delivery acceptable under Covid constraints in place today?

A3: The Proponent may suggest method of project delivery.

Q4: For hosted solutions, is the city looking for standard cloud platforms, or a government cloud platform that would have more stringent security protocols?

A4: The Proponent should suggest a cloud platform meeting or exceeding the minimum requirements outlined in the Request For Proposal, including but not limited to compliance with ISO/IEC standards 27001, 27002, 27017, and 27018 or equivalent.

Q5: Can the city provide a breakdown of the 160 users as far as their groups or roles, and would any of the Users require a Mobile license in the field?

A5: The City does not presently make use of mobile devices or mobile licenses for fleet management activities.

The approximate breakdown of users and their roles are:

- 120 technicians using the system daily to track repair work, schedule appointments, request parts, etc.
- 20 WFMA staff using the system for reporting, analysis, approvals, etc.
- 20 customer staff with view-only access to their vehicles/equipment.

Q6:   In addition to the Form N- Non Mandatory Requirements, does the City want the items listed in E4- Business & Functional Requirements and E5- Technical & Non Functional answered as well? In other words, should each line item in section E4 and E5 be addressed?

A6:   The Proponent may address E4 and E5 in their submission. Evaluation of Business and Functional Requirements is addressed in Clause B26.11. Evaluation of Technical and Non-Functional Requirements is addressed in Clause B26.12.

Q7:   Does the City have a preference for an on-premises solution vs hosted?

A7:   The City prefers a cloud-based solution.

Q8:   Does the City want detailed data conversion from the RTA legacy system, or summary data?

A8:   Data conversion will include detailed data for active units and summary data for archived units.

Q9:   In section D6.2 pre-commencement meeting is mentioned, but I'm not able to locate the specifics on when that meeting is and how to gain access. Please let me know the specifics or point me in the right direction to find them.

A9:   The pre-commencement meeting identified in D6.2 will occur after award of contract.

Q10:   How does the city anticipate administering system updates for vehicle inventory, ordering, remarketing, driver changes etc.?

A10:   WFMA staff manually enter new vehicle information and any changes to existing vehicles.

Q11:   Does the city require pool management for rental vehicles or is it required for tools and equipment only?

A11:   Motor pool management is requested for vehicles/equipment.

Q12:   How would you describe examples of the types of tools and equipment required for management?

A12:   Examples of small equipment and tools include chainsaws, generators, weed trimmers, quickie saws, and rotary hammers.

Q13:   What is the anticipated timeline for the available funds to cover?

A13:   The Solution shall include; all items required for the complete functioning of the proposed solution for the initial one (1) year, including but not limited to the cost of all applications, software (including third party products), add-on's, patches, peripherals/ accessories, Maintenance/Support – annual per-user, support, installation, configuration, testing, change management, perpetual licensing, initial annual subscription, hosting, server, licensing cost, professional support and training for up to 160 users and 2,300 vehicles and equipment.

Q14:   How many assets do you have that meet the following definitions: Active parent assets that are being maintained and tracked in the software. Which are defined as originally valued at $5,000 or greater and active. These assets are the parent piece of equipment and not a child asset. A child asset is any asset, regardless of cost, that is either permanently or temporarily attached to another piece of equipment. Examples of child assets are; radios, generators, plows, light bars and so on.

A14:   Approximately 1,847 vehicles and equipment have an original value greater than $5,000.

Q15:   How many assets do you have that meet the following definitions: Active parent asset (do not include child assets in this count either) originally valued at less than $5,000 and more than $500.

       A15: Approximately 426 vehicles and equipment have an original value between $500 and $5,000.

Q16:   How many assets do you have that meet the following definitions: Fuel Only Assets - These are separate vehicles from those counted above where only fuel data is tracked in the software.

       A16: There are approximately 580 Fuel Only Assets (294 Internal customers, 286 External customers).

Q17:   RE: B11.2.1 for the three similar project references, the Project Owner field. Are you looking for the project owner from the Customer perspective or the vendor's project owner?

       A17: The customer perspective.