



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

ENTER INTO CONTRACT WITH ASSETWORKS FOR GARAGE FLEET MANAGEMENT SYSTEM WITH IMPLEMENTATION SERVICES FOR WARREN COUNTY GARAGE

WHEREAS, pursuant to Resolution #22-1614 adopted October 25, 2022, this Board authorized the initiation of negotiations with AssetWorks for Garage Fleet Management System with Implementation Services relative to the Warren County Garage; and

WHEREAS, all required documentation has been submitted by the vendor; and

NOW THEREFORE BE IT RESOLVED, to enter into contract with AssetWorks, 998 Old Eagle School Road Suite 1215, Wayne, PA 19087 Garage Fleet Management System with Implementation Services for the Warren County Garage; for a total contract price of \$115,240.00; as attached hereto and made a part hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 20th day of December 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a—AssetWorks
Garage (file)
OMB Bid file



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
commissioners@co.warren.oh.us

Telephone (513) 695-1250
Facsimile (513) 695-2054

TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

AUTHORIZE THE GARAGE TO INITIATE CONTRACT NEGOTIATIONS FOR GARAGE FLEET MANAGEMENT SYSTEM WITH IMPLEMENTATION SERVICES FOR WARREN COUNTY GARAGE

WHEREAS, pursuant to Resolution #22-1200 adopted August 9, 2022, this Board issued a request for proposals for Garage Fleet Management System with Implementation Services relative to the Warren County Garage; and

WHEREAS, on or before August 21, 2022 the Warren County Garage received three (3) sealed proposals for Garage Fleet Management System with Implementation Services; and

WHEREAS, the proposals were received and reviewed based on the criteria set forth in the request for proposals; and

WHEREAS, two (2) proposals were rejected due to lack of completion; and

WHEREAS, based on review by Nolan Cook, Chief Mechanic, and the IT Department the Warren County Garage requests authorization to begin negotiations with the top ranked vendor, AssetWorks; and

NOW THEREFORE BE IT RESOLVED, to authorize the Garage to begin negotiations with AssetWorks for the Garage Fleet Management System with Implementation Services for the Warren County Garage.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea
Mr. Young – yea
Mrs. Jones – yea

Resolution adopted this 25th day of October 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Garage (file)
Bid file

Request for Proposal: Garage Fleet Management System with Implementation Services

Inquiry Period Question & Answer Addendum 3 - 8/30/2022

Question 1:

| | |
|---------------------|---|
| In Reference to | FM4 - Provide the ability to automate equipment replacement scheduling based on time period, mileage, and hours utilized. |
| Question | Please expand on the term "automate" |
| Additional Comments | Provide an example |

Response to Question 1:

For example, if an air filter needs to be changed every 5,000 miles and the vehicle is over 5,000 miles from its last air filter change, then the system has some functionality that will automatically prompt for the scheduling of an air filter replacement upon a milage update on the vehicle that extends past the milage when that air filter was last changed plus 5,000 miles.

Question 2:

| | |
|---------------------|--|
| In Reference to | Fuel Transactions |
| Question | Does the county want to import fuel transactions into the FMIS |
| Additional Comments | If yes, who is the fuel services vendor? |

Response to Question 2:

See addendum 2, response to question 3.

Question 3:

| | |
|---------------------|---|
| In Reference to | Question #2 |
| Question | Does the county have both internal fuel sites and commercial cards? |
| Additional Comments | If yes to internal fuel sites, how sites? |

Response to Question 3:

See addendum 2, question 3.

Question 4:

| | |
|---------------------|--|
| In Reference to | The capability to integrate with barcode scanners... |
| Question | Does the county wish to include this capability within the cost proposal? |
| Additional Comments | The exact verbiage states: "Provide the capability to integrate with bar code scanners..." |

Response to Question 4:

If the Offeror has this capability and is providing it as part of their solution, then they need to include it within their cost proposal.

Question 5:

| | |
|---------------------|---|
| In Reference to | Telematics |
| Question | Does the county currently have a telematics provider? |
| Additional Comments | If yes, who is the telematics vendor? |

Response to Question 5:

See addendum 2, response to question 2.

Question 6:

| | |
|-----------------|---|
| In Reference to | Question #5 |
| Question | If answer to Q. #5 is no, does county have plans to integrate with telematics provider in the future? |

Response to Question 6:

There are no current plans outside of what is mentioned in addendum 2, response to question 2.

Request for Proposal: Garage Fleet Management System with Implementation Services

Inquiry Period Question & Answer Addendum 2 - 8/26/2022

Question 1:

4.5 System Overview

The Vendor must provide a narrative and/or diagram overview of the operations of the fileserver and its components, software and topology, required peripherals, application software and system software as contained in the Vendor's response.

One question my team had about this is, what Fileserver are you all talking about?

Response to Question 1:

If your solution includes the use of a fileserver, please provide an overview. E.g. If your solution allows pictures to be attached to work orders, where are those image files being stored?

Question 2:

- *Do you all utilize any GPS/Telematics systems in the department?*
 - *If so, do you all want to integrate the GPS/Telematics system with the fleet application?*
 - *Assuming the answer is yes here, can you provide the name of the vendor you all utilize today for GPS/Telematics?*

Response to Question 2:

The Warren County Garage does not use an overall GPS system. However, some County departments are using Verizon Network Fleet. Regarding this RFP, GPS integrations are not expressly being sought after, but Offerors are welcome to mention any GPS functionality that is included in their solution.

Question 3:

- *Do you all utilize any Fuel Management systems in the department?*
 - *If so, do you all want to integrate the Fuel management system with the fleet application?*
 - *Assuming the answer is yes here, can you provide the name of the vendor you all utilize today for Fuel Management?*

Response to Question 3:

The Warren County Garage does not use any fuel management systems. Fuel services are a separate County department that the Garage does not interact with in this regard.

Request for Proposal: Garage Fleet Management System with Implementation Services

Inquiry Period Question & Answer Addendum 1 - 8/23/2022

Question 1:

In attachment 8 - Vendor Qualifications Overview, towards the bottom it asks that the vendor provides the following:

- *The most recent audited financial statements of the company*
- *A list of all current customers*
- *A list of notable company awards or certifications.*

Typically, in past we have not released financial statements or a list of all our customs in an RFP. Will we be disqualified from the RFP or lose out on points if we don't provide those?

Response to Question 1:

Offerors that take exception to parts of the RFP, find that there are questions that they cannot answer, or find that there are requested items that they cannot submit as part of their proposal are strongly encouraged to submit a proposal anyway. However, omitting or taking exception to certain guidelines outlined in the RFP may alter that submitter's overall score. The Offeror should list any exceptions to the RFP as part of their proposal (as mentioned in section 4.11).

Question 2:

Regarding requests made to extend the deadline.

Response to Question 2:

There are currently no plans to extend the submission deadline. If no proposals are received by the submission deadline, then the RFP may be reissued with a longer submission period.

Warren County

Request for Proposal



Garage Fleet Management System with Implementation Services

Warren County Garage

Warren County, Ohio
2022

Issued By:

Warren County Commissioners

On Behalf of:

Warren County Garage

Contents

| | |
|--|----|
| Section 1: Instructions to Proposers..... | 5 |
| 1.0 Request for Proposals Title..... | 5 |
| 1.1 Purpose..... | 5 |
| 1.2 Introduction..... | 5 |
| 1.3 Eligible Vendor Criteria..... | 5 |
| 1.4 RFP Timetable..... | 6 |
| 1.5 Communication Restriction..... | 6 |
| 1.6 RFP Inquiries..... | 6 |
| 1.7 Proposal Bond..... | 7 |
| Section 2: Statement of Work..... | 7 |
| 2.0 General..... | 7 |
| 2.1 Background Information..... | 7 |
| 2.2 General Statistics for Warren County’s Garage..... | 8 |
| Section 3: General System Requirements..... | 8 |
| 3.0 Scope of this Project..... | 8 |
| 3.1 System Requirements..... | 8 |
| 3.2 Data Conversion..... | 9 |
| 3.3 Third-Party Product Requirements..... | 9 |
| 3.4 User Groups..... | 9 |
| 3.5 Onsite Application Support and Software Changes..... | 10 |
| 3.6 Training..... | 10 |
| 3.7 Software and Documentation Licensing..... | 11 |
| 3.8 Installation Considerations..... | 11 |
| 3.9 Future Considerations..... | 11 |
| 3.10 Innovations, Accessories, and Enhancements..... | 12 |
| Section 4: Proposal Format and Submittal..... | 12 |
| 4.0 Introduction..... | 12 |
| 4.1 Cover Page - Form of Proposal Statement..... | 13 |
| 4.2 Executive Summary..... | 13 |
| 4.3 Vendor Profile..... | 14 |
| 4.4 References..... | 14 |
| 4.5 System Overview..... | 14 |
| 4.6 Software Requirement Responses..... | 14 |
| 4.7 Cost Summary Form..... | 14 |

| | |
|--|----|
| 4.8 Application Software and Computing Environment..... | 15 |
| 4.9 Recommendations for Support and On-going Maintenance | 16 |
| 4.10 Implementation Schedule with Training Overview | 16 |
| 4.11 Exceptions..... | 16 |
| 4.12 Insurance | 17 |
| 4.13 Delinquent Personal Property Tax Affidavit | 17 |
| 4.14 Non-Collusion Affidavit..... | 17 |
| 4.15 Unresolved Findings for Recovery..... | 17 |
| Section 5: Evaluation and Selection | 18 |
| 5.0 Evaluation of Proposals | 18 |
| Section 6: Terms and Conditions..... | 19 |
| 6.0 The Contract | 19 |
| 6.1 Prime Vendor Responsibilities..... | 19 |
| 6.2 Related Contracts | 19 |
| 6.3 Time of Performance | 19 |
| 6.4 Terms and Conditions..... | 20 |
| 6.5 Record Keeping Requirements | 20 |
| 6.6 Entire Agreement | 20 |
| 6.7 Conflicts of Interest | 20 |
| 6.8 Headings | 21 |
| 6.9 Governing Law – Severability | 21 |
| 6.10 Compliance with the Law | 21 |
| 6.11 Responsibility for Claims | 21 |
| 6.12 No Additional Waiver Implied | 22 |
| 6.13 Default by the Vendor | 22 |
| 6.14 Vendor Limitation of Liability and Remedies..... | 22 |
| 6.15 Indemnity | 23 |
| 6.16 Assignment | 23 |
| 6.17 Cancellation of Contract..... | 23 |
| 6.18 Ownership | 24 |
| 6.19 Travel Expenses | 24 |
| 6.20 Method of Purchase / Billing..... | 25 |
| 6.21 Standards of Performance and Acceptance | 26 |
| 6.22 Software Warranty | 26 |
| 6.23 Equal Employment Opportunity..... | 27 |
| Section 7: Software Requirements..... | 27 |

Instructions..... 27

Attachments: Required Forms..... 28

Response Checklist

WARREN COUNTY GARAGE FLEET MANAGEMENT SYSTEM WITH IMPLEMENTATION SERVICES

This checklist is provided as a guide to assist in assembling a response to this request for proposals. Please refer to Section 1: Instructions to Proposers and Section 4: Proposal Format & Submittal for additional information.

Mandatory Date

_____ Submit the response by 9:00 A.M. local time on Tuesday, September 6, 2022.

Required Item for Response Package

_____ Proposal including attachments (at minimum):

_____ 5 hardcopies of the proposal (submitted by mail or in person)

_____ 1 digital copy of proposal and attachments (Submitted by mail or in person on a USB drive; files must be in .pdf or Microsoft Office formats; for attachments originating in Microsoft Excel format, a completed copy must be submitted in Microsoft Excel format)

Hardcopies and digital copies to include:

_____ Cover Page as the first page (*Attachment 1*)

_____ Executive summary (*See Section 4.2 for explanation*)

_____ Vendor profile (*See Section 4.3 for explanation and use attachment 8*)

_____ References (*See Section 4.4 for explanation and use attachment 9*)

_____ Proposed system overview (*See Section 4.5 for explanation*)

_____ Completed copy of the software requirements list (*See Section 7 for explanation and use attachment 3; must include one digital Microsoft Excel file with completed requirements spreadsheet*)

_____ Completed copy of the proposal response cost summary (*See Section 4.7 and use attachment 2; a digital copy must be submitted in Microsoft Excel format*)

_____ Responses to Application Software and Computing Environment (*See Section 4.8*)

_____ Recommendations for support and maintenance

_____ Recommendations for system implementation and training

_____ Exceptions to the request for proposal

_____ Proposal Bond (*See Section 1.7*)

_____ Other Required forms – (see *Attachments: Required Forms*)

Please also include any additional information that you feel is necessary to address any questions or requirements mentioned in the Request for Proposals

Section 1: Instructions to Proposers

1.0 Request for Proposals Title

Request for Proposals for Garage Fleet Management System with Implementation Services for Warren County, Ohio.

1.1 Purpose

The Board of County Commissioners of Warren County, Ohio, located at 406 Justice Drive, Lebanon, Ohio 45036, on behalf of the Warren County Garage and the Warren County Information Technology Director is issuing this Request for Proposals (“RFP”) to select a reliable vendor to install a Garage Fleet Management System. This new system includes system software, application software, utilities, training, implementation services, maintenance, and documentation. The intent of procuring new systems is to enhance information access and increase staff efficiency and effectiveness in the services they provide. The successful vendor must provide a well-documented, turnkey solution that meets the specifications provided in this document.

1.2 Introduction

Vendors shall thoroughly review this document in order to provide sufficient information in the response for total evaluation. This RFP provides an estimate of requirements. No guarantee is made of any specific amounts to be purchased.

Any contract pursuant to these proposal specifications shall be awarded to the offeror whose proposal is most advantageous to the County. The County reserves the right to reject any and all proposals and waive technicalities in any proposals.

1.3 Eligible Vendor Criteria

Vendors wishing to be considered for award must:

1. Submit a response proposing a solution that meets the RFP specifications by 9:00 A.M. on Tuesday, September 6, 2022;
2. Complete and submit all forms required in the attachments at the end of this document by 9:00 A.M. on Tuesday, September 6, 2022;
3. Sign the contract within 30 days of award;
4. Provide a Proposal Bond as outlined in section 1.7

1.4 RFP Timetable

The timetable listed below contains firm and anticipated deadlines. The anticipated deadlines are to be viewed only as projected time frames.

FIRM DATES (NO EXTENSIONS)

| Action | Day | Date | Time |
|-----------------------------------|---------|-----------|---------------|
| RFP Issued | Monday | 8/22/2022 | NA |
| Deadline for RFP Questions | Monday | 8/29/2022 | 4:00 P.M. EST |
| Submission Deadline / RFP Opening | Tuesday | 9/6/2022 | 9:00 A.M. EST |

ANTICIPATED DATES (MAY BE SUBJECT TO CHANGE)

| Action | Date |
|---|-------------------------|
| Software Demos by Selected Vendors | Starting After 9/6/2022 |
| Potential Additional Vendor Site Visits | As Needed |
| Vendor Selection | 10/4/2022 |
| Execution of Contract / Purchase Order | Week of 11/7/2022 |

1.5 Communication Restriction

Vendors shall not communicate with any member of the County's staff concerning this RFP from its release date until a Vendor has been selected and a contract executed, except by the method described in Section 1.6. If a vendor attempts any unauthorized communication, the County may disqualify the vendor from further participation in the RFP process or reject that vendor's proposal.

1.6 RFP Inquiries

All inquiries must be emailed and include the company name, address, email address, and contact name followed by the question(s). These questions must be emailed to:

Joshua Miller, IT Business Analyst
joshua.miller@co.warren.oh.us

Questions will be accepted until 4:00 P.M. EST, August 29, 2022. All vendor questions will be answered via addendum posted to the Warren County Website. No further questions concerning how to respond to the RFP will be accepted after 4:00 P.M. EST, August 29, 2022.

1.7 Proposal Bond

Proposals must be accompanied by a certified check, cashier's check or money order drawn on a solvent bank or savings and loan association in the amount of five percent (5%) of the amount of the proposal, paid to the order of the Warren County Treasurer, or a Proposal Bond surety of five percent (5%) of the amount of the proposal, pursuant to the provisions of 307.88 of the Ohio Revised Code, conditioned that the proposer, if the proposal is accepted, shall execute a contract in conformity to the request for proposals and its response. "Amount of the proposal" means the contract amount for the initial term of the contract and may not include costs for subsequent terms of the contract.

Proposals may be rejected if all required papers are not returned with the proposal, including the proposal bond. The proposal bond shall be returned if said proposal shall be rejected.

Section 2: Statement of Work

2.0 General

It is the intent of the County to describe a complete and working system that is available at the time of the proposal. If the description of the working system in the RFP specification herein does not provide a complete working system which will work in the commercially reasonable manner, then any items omitted from the specification herein must be provided as part of the Vendor's total not to exceed fixed price in order to deliver a working system and be in compliance with the specification. In addition, the specification provided in this document are the minimum requirements. If the Vendor has products or recommendations that improve the system or exceed the requirements, it is to the benefit of the Vendor to include them in the proposal.

The Vendor selected must specify, as a single point of contact, all hardware, software, and services needed to make a complete working system as described herein, which includes, but is not limited to, equipment, networking services, cabling, hardware, software, installation services, training services, maintenance services, and application support services, as required to meet the scope of the RFP. The County plans on supplying and installing all hardware, unless specifically arranged otherwise.

After award of the Contract, the selected vendor must schedule a meeting with the County to confirm the implementation plan. All products proposed in response to this RFP must be available at the time of RFP submission.

2.1 Background Information

Warren County is located in the southwestern portion of the state and is a part of both the Cincinnati and Dayton metropolitan areas. It consists of eleven townships, as well as cities and villages, the largest of which is the City of Mason. The County's population is approximately 240,000 and growing quickly. The land area is approximately 400 square miles that are split into nearly 100,000 parcels.

Warren County employs approximately 1,200 people and is governed by a 3-member Board of Commissioners. The majority of employees are located in the County seat of Lebanon, but employees are spread around the County when necessary.

The County's Garage system was developed in Plex over 20 years ago in house.

2.2 General Statistics for Warren County’s Garage

The following statistical information is provided by the County to assist offerors in understanding the Garage Fleet Management operations of the County. Consideration of this information should allow the offeror to evaluate the County’s requirements and propose a system which will best serve the needs of the County:

| Description | Count |
|---|--------------------------|
| Departments Served by Garage (County & Outside) | 46 |
| Garage Staff | 5 Techs & 1 Office Admin |
| Vehicles Serviced by Garage | 460 |
| Misc. Equipment / Trailers Serviced | Not counted, but present |

Section 3: General System Requirements

3.0 Scope of this Project

The County is undergoing this project to update its current processes in hopes of achieving a more productive, efficient, accurate, and effective government while also netting a decrease in operating costs through these benefits. Beyond perceived benefits for the County Garage, this project also seeks to meet the needs of all Warren County agencies that work with the Garage for maintenance and repairs on their County vehicles or equipment. Ideally, a proposed system would greatly streamline any interactions between County Departmental customers and the County Garage.

3.1 System Requirements

Warren County requires the new software to run in a Microsoft SQL Server environment with the ability to integrate with 3rd party applications and to easily transmit data to local, state, and federal agencies. The County does not have a preference regarding an on premise or cloud based solution. If on premise, the solution should be able to operate in a Virtual Machine environment (VM) using VMWare’s virtualization platform. Warren County currently utilizes Microsoft Windows 2019 as its server operating system.

The system must provide tight security controls which meet regulatory, compliance and audit standards. Security must be role-based to the menu, screen, and field level. Microsoft Active Directory is preferred for single sign-on and global security administration.

Integration tools must be open and support a Microsoft Windows platform, e.g. .NET, Service Oriented Architecture, XML, Web Services, APIs, etc. Integration with the County’s existing applications is important.

The system should support field automation tools such as smart phones, notebooks, laptops, or other devices for remote data acquisition and updates. Real time updates are preferred; the option to synchronize mobile devices with the system is required. The County wishes to remain hardware agnostic.

Workstations are currently running Windows 10 or above with applications for word processing, spreadsheets, Outlook, and presentation requirements. Microsoft Edge is the standard Web browser.

The County intends to generate its required reports from the new system and prefers flexible ad hoc query and reporting tools that are intuitive to users.

The following matrix provides some basic information on systems which may need to interface with the future system. Proposers should provide a detailed estimate of the level of effort for implementation of these interfaces, with the assumption that the proposer shall take the lead on Interface Development with support from County personnel.

| Application | Functionality | Vendor/Status |
|--------------------|--------------------------|---|
| Tyler Munis | Accounting/Cash Receipts | Tyler Technologies; Interface to new system |
| GIS Mapping | GIS Mapping | ESRI; Interface to new system |
| OnBase | Content Management | Hyland; Interface to new system |

3.2 Data Conversion

Proposers should provide a detailed estimate of the level of effort for Data Conversion, with the assumption that the proposer shall take the lead on Data Conversion Development with support from County personnel and/or 3rd party vendor. The County currently maintains an *in-house* written system for Garage Fleet Maintenance.

Data Conversion Scope

Total Not to Exceed Fixed Price should include the conversion of all applicable system data.

3.3 Third-Party Product Requirements

The proposer should explicitly state the name of any third-party products. For each third-party product, proposals must include a statement surrounding whether the proposer’s contract will encompass the third-party product and/or whether the County will have to contract on its own for the product. The County prefers that the software proposer serve as the administrator for all third-party software contracts. The proposer should provide proof that they have access to the third-party software contracts. Finally, the proposer should provide proof that the proposer has the ability to provide long-term support for the third-party software components of their system.

3.4 User Groups

The County is committed to developing and maintaining a quality comprehensive system. In addition, the County is interested in collaborating with other counties that are using the selected system. Therefore, the selected Vendor should describe any

Vendor hosted, active users' groups and/or forums where users can collaborate or discuss best practices. The Vendor should also demonstrate that they have been responsive to the users' requests for new features in any such groups or forums.

3.5 Onsite Application Support and Software Changes

Vendor shall provide onsite application support, when required, and telephone assistance for the software as part of the maintenance proposal (priced in attachment 2). To facilitate system servicing, the County can provide remote access via the internet between the Vendor and the County for problem identification and resolution.

As long as a maintenance agreement, which includes all application and system software, exists between the Vendor and the County, the Vendor agrees to the following:

The Vendor will formally make a request to the County twenty-four (24) hours in advance either by phone or in writing to the system administrator for authorization for any program enhancements, problem resolutions, or changes to any applications, or system software; and

The Vendor agrees not to eliminate, reduce, or depreciate any functions performed by the installed software unless agreed to by the County's designated contacts.

In the event of any change to any software residing on this system without authorization by the system administrator, which leads to software or hardware failure or reduction in the performance of any software or hardware, the Vendor agrees to reimburse the County for any actual and direct damages or actual and direct losses incurred by the County.

Vendor will provide complete software support even if hardware is purchased elsewhere. It is not acceptable to discontinue/reduce software support because the hardware is purchased from a third party. Should software updates require the County to purchase or upgrade hardware, the Vendor shall notify the County of the need no later than six (6) months prior to the update becoming available to any customers.

No delay or omission to exercise any right or option accruing to the County upon any failure caused by the Vendor shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by the County.

3.6 Training

In order to become an efficient and effective user of this system, training is required. It is desirable for the County to plan on all training to occur on-site and to accommodate the hours of operation of the County (8:00 A.M. to 4:00 P.M.). Employee time and travel expenses can be conserved if the training occurs at the County. Therefore all proposals should consider the Warren County Campus as the primary site for all training and consideration should be given by the Vendor that training may be required for multiple groups. Both facilities and personnel will be available at a mutually agreeable time scheduled in advance. Training shall be provided for all software products, including any supporting software. Administrator/security training must be provided to system administrators as designated by the County. Prior to the start of training, the Vendor must perform a preliminary review of all County operations and all software options with County staff in order to ensure maximum utilization of the system. The training recommendation must be explained in detail. It is the County's intent to have the Vendor train the staff applicable for the solution(s) being proposed and those employees will train any remaining departmental users. The County may be receptive to training via *Microsoft Teams* or other internet based solutions if it minimizes training/travel costs (please estimate cost savings if this is an available and cost advantageous training option).

Estimated staff to be trained is listed in the chart below. Proposer should also consider that different users will need to be trained on different aspects of the solution.

| Department | Estimated Number of Staff to be Trained |
|------------------------------------|--|
| Garage Technicians | 5 |
| Garage Office Admin | 1 |
| Garage Management | 1 |
| Various Customers / Unit Operators | Varies depending on functionality offered by the solution for <i>customers</i> and other County departments who may need to interact with the system from a <i>customer</i> submission or financial interaction standpoint (estimated 460 vehicles over 46 departments). |

3.7 Software and Documentation Licensing

The Vendor shall provide a copy to the County, privileged from distribution to other persons, of all source code, object code, database layouts, structured software codes, and other materials, so that the County can replicate in all respects the program of the Vendor in the event of the Vendor's discontinuance from business, insolvency, catastrophic destruction, or in the event of the termination of this Contract in order for the system information to be properly downloaded onto the system of some other provider. If the Vendor will not provide source code to the County, source code escrow will be acceptable. Detailed information must be provided in the System Overview Section of the Vendor's bid explaining the source code site, storage and update policies and what elements are stored.

Any and all license fees for software must be included in the Vendor's proposal.

3.8 Installation Considerations

All work performed by the Vendor will comply with all local, state, and federal health and safety laws and regulations. If applicable, the Vendor is required to verify that their product is properly functioning on any newly installed lines.

Vendors may propose any configuration they feel is equivalent and meets at least the minimum RFP requirements. The Vendor must provide any custom coding required by the system to meet the RFP specifications at no additional cost to the County. The Vendor must provide the source code or source code escrow.

3.9 Future Considerations

In the future, the County must be provided the latest version available in software products quoted by the Vendor and such revisions must be provided and installed in the County not later than thirty (30) days after the first commercial availability of such revision. Additionally, the County must be the registered user of any other products that are provided as adjuncts to this system. Should the latest version require the County to purchase or upgrade hardware, the Vendor shall notify the County of the need no later than six (6) months prior to the first commercial availability of such revision.

By entering into a contractual agreement with the County, the successful Vendor acknowledges that future statutory, administrative rule, and/or Ohio Auditor of State changes may result in required modifications to the software. These modifications must be installed on the system not later than 30 days before the effective date of the change as published by the issuing agency. While the County may notify the Vendor of any modifications required by the aforementioned agencies, it is the Vendor's responsibility to be informed and remain informed of all present and future modifications, and any changes issued by an agency that require changes in the record keeping or other Garage Fleet Management functions performed by the County. Failure by the successful Vendor to comply with this requirement may constitute a breach of the contract and could be subject to legal remediation.

3.10 Innovations, Accessories, and Enhancements

The County recognizes that many vendors have distinguished themselves and their products through innovations, accessories, and enhancements. The County considers this an important element in the selection of a vendor and solution, since these improvements reflect on the vendor's commitment to their product and to this market. Therefore, the Vendor should consider including such innovations in their Vendor Profile.

Section 4: Proposal Format and Submittal

4.0 Introduction

These instructions describe the required format for a vendor's proposal. The vendor may include any additional information considered pertinent. An identifiable tab sheet in the hardcopies shall precede each part for easy reference. The proposal submitted shall follow the same format as described below. All pages, except preprinted technical inserts, shall be sequentially numbered.

All materials submitted in response to this RFP shall become the property for the County and may be returned only at the County's option. All submitted proposals shall be open to public inspection following official notification of the award of the resulting Contract.

Any proposal submitted must include the following:

1. The vendor's *Cover Page* (attachment 1) as the first page of the proposal;
2. An *Executive Summary* in the form of a cover letter;
3. A *Vendor Profile*;
4. *Profiles* of the personnel expected to be assigned to this project, if Vendor is selected;
5. *References* (see section 4.4 – *References and use attachment 9*);
6. A *system overview*;
7. A completed *Requirements Checklist* for the applicable product(s) (See section 7 and complete attachment 3; Hardcopies and completed Excel Spreadsheet file must be submitted);
8. A fully completed *cost summary form* (attachment 2);
9. A section detailing the *minimum hardware requirements* for the system;
10. A section responding to *Application Software and Computing Environment* questions (see section 4.8);

11. A section detailing *recommendations for support and on-going maintenance*;
12. A projected *implementation schedule*, including training recommendations;
13. A section detailing any *exceptions to the RFP*;
14. *Proof of insurance*;
15. Complete all other required attachment forms and address any other questions or requests mentioned throughout the RFP.

Five (5) hardcopies of each proposal must be submitted along with one (1) digital copy (submitted by mail or in person on a USB drive; files must be in .pdf or Microsoft Office formats; for attachments originating in Microsoft Excel format, a completed copy must be submitted in Microsoft Excel format). Vendors may propose more than one solution in response to the RFP, but each solution must be submitted as a separate proposal.

Proposals are due no later than Tuesday, September 6, 2022 at 9:00 A.M. EST. Proposals or unsolicited amendments to proposals received after Tuesday, September 6, 2022 at 9:00 A.M. EST will not be considered. Vendors mailing proposals should allow for normal mail time to ensure the timely receipt of their materials. Proposals must be mailed or delivered to be considered.

Any offeror is permitted to withdraw their proposal at any time prior to the award of the contract.

Send all proposal packages to:

Warren County Information Technology
Attn: Joshua Miller
406 Justice Drive
Lebanon, Ohio 45036

Please clearly mark the submission "Proposal for Warren County Garage Fleet Management System with Implementation Services" on the outside of the package.

4.1 Cover Page - Form of Proposal Statement

The first page of the Vendor's proposal shall be a properly completed Cover Page & Form of Offeror's Proposal (Attachment 1). The Vendor must include a Total Not to Exceed Fixed Price for each option being bid on (the sum of costs included on the Cost Summary - Attachment 2). Note that this Total Not to Exceed Fixed Price includes five (5) years of maintenance costs and should include any costs for the proposed solution for that five (5) year period.

4.2 Executive Summary

A brief description of the scope of services to be provided by the Vendor must be stated. A positive commitment assuring that the overall system implementation will be successful must be made. In addition, the Vendor must identify their philosophy of improving and maintaining this software product as well as how they will deliver enhanced versions of this software to the customer. This cover letter should be signed by a representative authorized to legally bind the company and must include the Vendor's main contact for contractual issues, the purchase order address, and the tax identification number.

4.3 Vendor Profile

A description of the range of products and services relating to this project that are provided by the Vendor must be included. The length of time the proposed software has been available on the market, the number of systems installed by the Vendor, and their approximate size must be stated. The Vendor must specifically state in their profile how many customers in the State of Ohio are currently using the product(s) being offered and provide a list of all current customers. Offerors must have at least one (1) government customer in the State of Ohio to be considered.

This section shall also include a description of the Contractor's experience relevant to this RFP and a current financial statement prepared by the Vendor's independent auditor. In addition, if the Vendor is certified by a manufacturer for reselling, training, or any other function, proof of certification must be provided to substantiate certification. In addition to your Vendor's Profile section, please complete the "Vendor Qualifications Overview" (Attachment 8).

4.4 References

A list of **all** current customers using the proposed product(s) must be supplied along with this proposal as well as a list of at least five (5) general references per product being offered (use attachment 9: Software and Implementation Services Reference Form).

References provided may be contacted by the County concerning the Vendor's products and services.

4.5 System Overview

The Vendor must provide a narrative and/or diagram overview of the operations of the fileserver and its components, software and topology, required peripherals, application software and system software as contained in the Vendor's response.

4.6 Software Requirement Responses

A copy of Section 7 - Software Requirements along with the corresponding attachment 3 must be fully completed as specified and submitted as part of the Vendor's response.

4.7 Cost Summary Form

Completed cost Summary Form(s) must be included with the proposal showing in detail how the *Total Not to Exceed Fixed Price* was calculated (see attachment 2). The *Total Not to Exceed Fixed Price* is defined as the sum of all costs that the County will need to pay for the proposed system to be fully implemented, fully installed, staff fully trained, and five (5) years of any additional maintenance or support costs. The *Total Not to Exceed Fixed Price* must be equal to *the Total Not to Exceed Fixed Price* stated on the completed form, *Attachment 1: Cover Page & Form of Offeror's Proposal*.

The Cost Summary Form is attached as a Microsoft Excel file. The offeror is expected to complete the sheet and return a completed Microsoft Excel file with the proposal (USB drive). If an offeror wishes to supply additional details, comments, or information concerning the cost summary and how the *Total Not to Exceed Fixed Price* was calculated, they may include additional information, however, attachment 2 must be completed and returned.

4.8 Application Software and Computing Environment

In addition to providing an overview of the software solution for the County, the proposer must present, in detail, the key features and capabilities of the application software as they relate to the County. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

Modular Integration - What modules are fully integrated (part of the base software) into the main application? What are the third-party applications? If there are third-party applications, how are they integrated into the main application (e.g. Do the third-party applications share security definitions and similar menu structures)? What processes are handled in “real-time”? What processes require batch processes?

Technology Architecture - The County has certain preferences regarding technology architecture, but desires to explore its options with the purchase of a system. Therefore, describe the optimal network requirements for your software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each. What are the optimal database requirements? In the event there is more than one suitable platform, list all options, indicating the relative strengths and drawbacks (if any) of each. What are the ideal server requirements? What are the ideal desktop (client) requirements? Hosting vs. onsite and the pros and cons related. Utilization of .NET technology? Describe capabilities in how future integration of technology can be utilized for future needs? What are the ISO standards? In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

Electronic Signatures or Approvals - To fully obtain our goal of being paperless, electronic signatures and/or approval workflows are critical. How does your system account for electronic approvals?

Disaster Recovery - Due to the critical nature of the future system, Warren County is interested in the proposer’s capabilities in the areas of business continuity and disaster recovery. This may include, for example, remote data backup and offsite storage capabilities. Proposers should comment on how County employees would work if the server on which the system resides were destroyed in a fire or by severe weather conditions, such as a tornado.

Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required - Please describe in detail the best business practices that are built into your software. How do these practices pertain to County operations in particular?

Workflow Capabilities - How does workflow (electronic routing of documents or business processes) in your system operate? How are workflow rules established? How does workflow interface with the County’s e-mail, Microsoft Outlook or other external notification systems? How is workflow maintained and/or upgraded?

Administration/Development Toolsets - What application toolsets are included with the software? What unique programming requirements are there? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)?

Security - What security tools are included with the software? How do restrictions limit the following work: administrative tool access; application access; menu access; record access; field access; web-based access outside of the network; and querying/reporting access? What is included in the user security profile? How is the security profile defined?

Upgrade tools - What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? How long does a typical upgrade take to implement, in an organization the size of the County?

Reporting and Analysis Tools - What reporting tools are available? Do the same security definitions apply to the reporting tools as established in the main software? Are reporting tools also available via web-based applications? Please provide a list of standard reports, by module, that come “out of the box” with the software.

Data Concerns - Warren County has had the unique advantage of having complete ownership and control of its data with no vendor interference. We are concerned that by choosing a vendor we will lose that ownership and be required to pay charges for access. Please list any examples of data that will not be owned by Warren County and as such, a charge will be required to access such data. It will be assumed that anything not listed will be owned by the County and as such, not subject to any additional charges.

4.9 Recommendations for Support and On-going Maintenance

Annual software support costs must be itemized separately, on an annual basis for a period of at least the first five (5) years after implementation, on the appropriate proposal form. If the vendor provides discounted pricing for multiple year support contracts, as opposed to annual, both options should be provided. The County reserves the right to choose between annual or multiyear support agreements, if offered.

Considering both the Vendor and user perspectives, describe the various levels of support you feel are necessary to implement and maintain this system. Indicate which services have been included in your total cost and which additional services could be purchased, if required later, on a time and material basis. Include the hourly rate and estimated number of hours of any services you propose for later consideration.

4.10 Implementation Schedule with Training Overview

The County is generally flexible in regard to estimated fully installed, implemented, operational, and employees fully trained deadlines, but prefers that this option be fully operational within approximately one (1) year of issuing purchase order. The offeror should propose an implementation schedule concerning this general preference.

The Vendor should supply an overview of how training will occur. In addition to an implementation and training schedule, the County requests that offerors provide abundant detail of how implementation is done, how many staff are involved, and who the points of contact will be. There should be a clear understanding of what the County should expect during implementation.

4.11 Exceptions

Any exception to the Request for Proposal must be clearly stated and must reference those sections concerned.

4.12 Insurance

The proposer must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required:

- Worker's Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act.
- Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:
 - Premises/Operations, Independent Contractors,
 - Products/Completed Operations, Personal Injury and
 - Contractual Liability, limits of liability not less than:
 - \$ 1,000,000 each occurrence
 - \$ 2,000,000 general aggregate

4.13 Delinquent Personal Property Tax Affidavit

The Vendor shall complete and submit an affidavit concerning delinquent personal property taxes (Attachment 4).

4.14 Non-Collusion Affidavit

The Vendor shall complete and submit an affidavit concerning non-collusion (*Attachment 5*).

4.15 Unresolved Findings for Recovery

The County shall not award a contract to a Vendor against whom a finding for recovery has been issued by the Auditor of State if the finding is unresolved.

Section 5: Evaluation and Selection

5.0 Evaluation of Proposals

Each proposal will be reviewed for responsiveness to the requirements of this request for proposal. An Evaluation Committee of County personnel will evaluate and rank the proposals and determine which proposal is most advantageous by applying the factors and criteria described herein. The rankings and proposals shall be presented to the Warren County Commissioners for authorization to enter contract negotiations with the top ranked firm. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be entered into in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked offeror and begin contract negotiations with the next highest ranked offeror

The County may conduct discussion with Proposers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals. Offerors submitting proposals may be requested to make a presentation to explain their proposal and to answer any questions.

Criteria and Qualifications:

To determine which proposal is most advantageous, the Evaluation Committee shall evaluate the proposals with the following criteria and qualifications and shall rank them accordingly. The County shall seek to award the contract to the offeror that is most advantageous according to ranking of the Evaluation Committee. The Evaluation Committee shall place relative importance on each factor and criteria as indicated with numeric values as follows:

| Category | Points Possible |
|--------------------------------------|-----------------|
| Cost | 35 |
| Demos | 15 |
| Installation Schedule | 10 |
| Level & Quality of Training Proposed | 5 |
| Response General & Misc. | 10 |
| Requirements List Response | 25 |
| Total | 100 |

The County reserves the right to reject any and all proposals in which the offeror takes exception to the terms and conditions of this RFP; fails to meet the terms and conditions of this RFP, including but not limited to, the standards, specification, and requirements specified in this RFP; or submits prices that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County. The County also reserves the right to reject, in whole or in part, any proposal that the County has determined, using the factors and criteria listed in the section, would not be in the best interest of the County. The evaluation committee may waive minor defects that are not material when no prejudice will result to the rights of any other Vendor or the public. In addition, the County reserves the right to waive any technical requirements.

Section 6: Terms and Conditions

6.0 The Contract

The Contract ("Contract") shall consist of the following in order of controlling priorities for priority in conflict between documents:

1. Any addenda issued by Warren County;
2. The Request for Proposals (RFP) for Garage Fleet Management System with Implementation Services for Warren County, Ohio;
3. The selected Vendor's response document to the RFP;
4. The executed agreement for hardware, software, training, and maintenance services between the selected Vendor and Warren County, Ohio;
5. The purchase order issued under the contract.

6.1 Prime Vendor Responsibilities

The selected Vendor shall assume responsibility for all services and the system offered in the proposal whether or not it produces them. Further, the County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

6.2 Related Contracts

After award of the Contract, the Vendor shall not hire or use subcontractors not previously identified in the proposal without prior written approval from the County. No subcontractor may be used to create any custom software without prior approval by the County. Any contract must include "work made for hire" language for the benefit of ownership by Warren County, Ohio. No approval is required for the purchase of articles, supplies, components, or the procurement of mechanical services, provided those articles, supplies, components, or mechanical services do not include installation, programming, hardware, or other goods and services of the kind contemplated by the Contract. All work subcontracted shall be at the expense of the Vendor.

6.3 Time of Performance

This Contract shall be binding upon both parties upon receipt by the Vendor of a fully signed copy of the agreement for services and receipt of a County purchase order.

6.4 Terms and Conditions

All pricing, terms, and conditions submitted in the Vendor's responses shall remain firm for a period of one hundred fifty (150) calendar days after the scheduled RFP due date or a contract is signed, whichever is sooner.

6.5 Record Keeping Requirements

The Vendor shall maintain all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

All disbursements made for the Contract shall be for obligations incurred in the performance of this Contract and shall be supported by contracts, invoices, vouchers, and other data appropriate to support the disbursements.

All disbursements for the Contract shall be for obligations incurred only after the effective date of the Contract, unless specific authorization for prior disbursements has been given in writing by the County.

During the period covered by this Contract and until the expiration of three (3) years after final payment under the Contract, the Vendor agrees to provide the County, its duly authorized representative, and any person, agency, or instrumentality providing the County with financial support to the work undertaken hereunder with access to and the right to examine any books, documents, papers, and records of the Vendor involving transactions related to the Contract.

6.6 Entire Agreement

By submitting a proposal, the vendor acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements, terms, and conditions. The vendor further agrees that the contract, as outlined in this document is the complete and exclusive statement of the agreement between the parties and superseded all proposals, oral or written, and all other communication between the parties relating to the subject matter of the contract. The contract may be modified only in writing, signed by the vendor and the County. The County reserves the right to disqualify any proposals that take exception to or limit the rights of the County under the requirements, terms, and conditions of the RFP. Furthermore, by providing the County with a proposal based on the RFP, the vendor expressly warrants that the vendor's proposed system will fulfill the requirements of the RFP except as specifically excepted by vendor. Such exceptions affect consideration of determination of the best vendor.

6.7 Conflicts of Interest

No personnel of the Vendor or member of the governing body of any locality, or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the undertaking or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible, or in conflict with the discharge and fulfillment of such person's functions and responsibilities with respect to the carrying out of said work.

Any person who acquires an incompatible or conflicting personal interest, prior to, on, or after the effective date of this Contract, or who involuntarily acquires incompatible or conflicting personal interest, shall immediately disclose that interest to the County in writing. Thereafter, such person shall not participate in any action affecting the work under this Contract, unless the County determines that, in light of the personal interest disclosed, such person's participation in any such action would not be contrary to the public interest.

6.8 Headings

The headings used in this RFP are for convenience only and shall not affect the interpretation of any of the terms and conditions.

6.9 Governing Law – Severability

The validity, construction, and performance of this RFP and the resulting Contract and the legal relations among the parties to the RFP and resulting Contract, shall be governed by and construed in accordance with the laws of the State of Ohio, including, without limitation, case law and administrative rules. Venue shall only be proper in Warren County, Ohio. If any provision of the RFP and resulting Contract or the application of any such provision shall be held by a County of competent jurisdiction in Ohio to be contrary to law, the remaining provisions of the RFP and resulting Contract shall remain in full force and effect.

6.10 Compliance with the Law

The Vendor agrees to comply with all applicable federal, state, and local laws in the conduct of the work under this Contract. The Vendor accepts full responsibility for payment of all taxes and insurance, including workers' compensation insurance premiums, unemployment compensation insurance premiums, all income tax deductions, and social security deductions for all work authorized by this Contract.

6.11 Responsibility for Claims

The Vendor agrees to indemnify, defend, and hold harmless the County, its officers, agents, and employees from any and all liabilities, claims and losses resulting to any person, firm, or corporation who may be injured or damaged by the wrongful or negligent malfeasance, misfeasance, or nonfeasance of the Vendor's employees and the Vendor's products in the performance of the Contract.

6.12 No Additional Waiver Implied

If the County or the Vendor fails to perform an obligation or obligations under the Contract and that failure subsequently is waived by the other party, the waiver shall be limited to the particular failure so waived. Waiver by the County shall not be effective unless it is in writing.

6.13 Default by the Vendor

The County declares and the Vendor acknowledges that the County may suffer damages resulting from the failure of the Vendor to act in accordance with the requirements, terms and conditions of the Contract. The Vendor agrees that the County has not waived any of its rights or remedies concerning the failure of performance by the Vendor unless the County executes a written waiver of rights or remedies.

Unless expressly stated elsewhere in the Contract, the Vendor agrees that it shall correct any failure of performance within ten (10) working days of written, oral or actual notice thereof. If the Vendor does not correct the failure or failures within the ten (10) working days, the failure or its lack of correction shall constitute default on the part of the Vendor.

If, by reason of force majeure, the Vendor is unable in whole or in part to perform under the Contract, the Vendor shall not be deemed in default during the continuance of such inability. As used in this document, the term "force majeure" means without limitation: acts of God; acts of public enemies; insurrection; riots; epidemics; lightning; earthquakes; fire; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; and explosions. After the force majeure has ceased, the Vendor shall remedy with reasonable dispatch its obligation(s) contained herein.

In the event the Vendor is unable to act in accordance with the Contract for a period of ten (10) working days by reason of force majeure, the County shall have the right at its option to terminate the Contract and retains any part of the system that has been accepted upon payment by the County to the Vendor for such part of the system.

6.14 Vendor Limitation of Liability and Remedies

The Vendor's entire liability and the County's sole and exclusive remedies for claims related to or arising out of the Contract for any cause and regardless of the form of action, whether in contract or in tort, shall be as set forth in the Contract, including all legal and equitable remedies.

In the event of default as defined in Section 6.13, the Vendor agrees to reimburse the County for any actual and direct damages or actual and direct losses incurred by the County. In the event that direct losses or direct damages are uncertain or difficult to ascertain, the Vendor agrees to pay the County liquidated damages in the amount calculated by using the Not to Exceed Fixed Price amount in attachment 2, the Cost Summary, divided by 180 which yields a per day amount. Said payments shall accrue from the first day of a default, until the day that it is agreed to by the Vendor and the County that the default has been remedied, or until 180 days from the first day of default, whichever is sooner. The Board may, in writing, waive or delay the accrual of liquidated damages. In addition, the Vendor agrees that the County shall have the right to terminate the Contract, either in whole or in part, without liability to the County. The Vendor agrees that the calculated amount per day is not a penalty.

No delay or omission to exercise any right or option accruing to the County upon any default by the Vendor shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by the County.

Notwithstanding any language to the contrary, the Vendor shall be liable for any personal injury or damage to real property or tangible personal property, caused by the fault or negligence of the vendor.

6.15 Indemnity

At its own expense, the Vendor shall defend any suit brought against the County, including, but not limited to, its public officials and County employees, based on a claim that the system or any part of the system furnished under this Contract infringes a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, provided the Vendor is given prompt notice in writing of the suit and is given authority and information required for the defense of same. The cost of any suit, or damages for which the County is liable that are attributable to the claim, shall be borne by the Vendor.

If the system or any part of the system furnished is likely to or does become subject to a claim of infringement of a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, at its own expense, the Vendor shall do one of the following:

1. Obtain the right for continued use of the system or part of the system by the County.
2. Modify or furnish a substitute for the alleged infringing system or part of the system for the County.
3. Take back the system or part of the system subject to the County's concurrence, and issue a refund to the County for the depreciated value of the system or part thereof, calculated on a straight-line basis over six years.

Vendor shall not have any liability to the County under this indemnity clause for any claim that is caused by use of any system or part of the system in any manner for which it was not designed or by modifications to the Application Software by the County without the Vendor's approval.

The foregoing states Vendor's entire liability and the County's sole remedies for any loss or damage arising from infringement.

6.16 Assignment

Neither this Contract, nor any rights, duties, nor obligations described in this Contract, shall be assigned by either party without the prior written consent of the other party.

6.17 Cancellation of Contract

The County reserves the right to cancel the Contract at any time, without cause, upon two (2) weeks written notice to the Vendor. At any time should the County be dissatisfied with services received by the Vendor's personnel, the County, in addition to the other remedies set forth in the Contract, shall have the right to request replacement personnel that the Vendor shall provide at no additional cost to the County. The Vendor agrees to honor all such requests and replace personnel within ten (10) calendar days of written notice. The replacement personnel shall be comparably qualified and acceptable to the County, which shall have the opportunity to interview replacement personnel before selection. The County shall have approval as to all personnel replaced under both paragraphs of this Section.

Unless the County terminates the Contract as provided in this section, the Vendor shall not remove any personnel without thirty (30) days prior written notice to the County. The Vendor shall be prepared to replace such personnel. At least two (2)

resumes for replacements shall be supplied within five (5) days of notifications to the County that personnel are being removed or receipt of a request from the County to remove personnel. The Vendor's obligations under the Contract shall continue notwithstanding the fact that Vendor personnel are being removed or receipt of a request from the County to remove personnel. If the Vendor fails to give the notice required by this section, or if the replacement personnel are unacceptable, the County shall have the right to terminate this Contract or demand new personnel as specified above and the Vendor agrees to reimburse the County for all damages and expenses associated with locating replacement personnel. The rights and remedies of the County set forth in this section shall not be exclusive of any other rights or remedies of the County arising under the Contract or by operation of law.

6.18 Ownership

The Vendor hereby assigns, transfers, and conveys to the County all rights, title, and interest in any computer software, systems design, source code, object code, work papers, and all other information, documents and material prepared by the Vendor for or in connection with the Contract. Computer software, systems design, source code, and all other information, documents, and materials prepared for or in connection with the Contract by the Vendor's personnel shall become the property of the County. Work papers pertaining to the tasks and reports shall be made available, upon request, to the County project manager or his or her representative for review, inspection, and, if desired, reproduction. Work papers shall be retained for at least three (3) years subsequent to the final payment required under the Contract. Under no circumstances can the Vendor prohibit or take any action to withhold any data related to the County's software system from the County or the public. If this agreement should be terminated, the County will be provided a reasonable time period no less than six (6) months to transfer data. **The County owns all data and at no time in a dispute can the Vendor use data as a dispute item.**

In addition, the Vendor shall grant to or obtain for or on behalf of the County a perpetual, non-revocable, non-transferable, and non-exclusive license to use the software and documentation related thereto for each CPU provided hereunder unless otherwise stated herein. Such documentation shall include all operator and user manuals, training materials, programmer reference manuals, system administration guides, listings, specifications, and other materials necessary for the proper and successful use of the software. The Vendor shall deliver to the County three (3) complete copies of the documentation.

The County shall have the right, as part of the license granted hereunder, to make as many additional copies of the documentation as the County deems necessary. The County may make one (1) backup or archive copy of the software for the installation site.

6.19 Travel Expenses

Any travel or per diem required by the selected Vendor to carry out its obligations under the Contract shall be identified as separate line items wherever they appear in the bid. Prior to the successful vendor performing on-site work, the County will solicit reputable local hotels/motels for a "locked-in" nightly rate for the duration of the contract. The County will then provide the successful vendor with a list of allowable local establishments, and their nightly rates (excluding any taxes), that the vendor can choose from. Should the vendor select an establishment not listed by the County, the vendor is responsible for any additional nightly charges (and associated taxes).

6.20 Method of Purchase / Billing

A Purchase Order shall be issued to purchase from the Contract.

All line items that appear on any invoice for this RFP must have receipts or other appropriate documentation to support the expenditure and must be available upon request.

Vendor shall submit an invoice to the "Bill To" address on the purchase order. A proper invoice must include the following information and/or attached documentation:

1. Name, address and federal tax identification number of vendor as designated in the Contract.
2. Invoice remittance address as designated in the Contract.
3. For hardware and software, the description of the deliverable, serial number when applicable, unit price, quantity and total price of the deliverable actually delivered or rendered as specified in the Contract.
4. For implementation services, the description of the service, name of implementer providing service, time period of service, hours billed, unit charge, extended cost, breakdown of applicable expenses (airfare, lodging, meals, mileage, etc.).

Payments under the Contract shall be due on the forty-fifth (45th) calendar day after the later of the date of actual receipt of a proper invoice in the office designated to receive the invoice or the date the system, materials, goods, supplies, or services are accepted in accordance with the terms of the Contract. The date of the check issued in payment shall be considered the date payment is made. Vendor payment shall not be initiated before an invoice is received.

The Vendor will invoice the County as follows:

1. After complete and successful installation, fifty percent (50%) of the Total Not to Exceed Fixed Price less the annual maintenance costs (as identified in attachment 2 – Cost Summary) can be billed to the County provided that the Warren County Information Technology Director attests that the system is functioning acceptably.
2. Following complete and successful installation, the remainder of the not-to-exceed, Total Not to Exceed Fixed Price less annual maintenance costs (as identified in the attachment 2 - Cost Summary) can be billed to the County provided:
 - a. Successful completion of training has occurred;
 - b. A successful sixty day performance period has been achieved (section 6.21 – Standards of Performance and Acceptance); and
 - c. The Warren County Information Technology Director formally accepts the system as defined in section 6.1 – Standards of Performance and Acceptance.
3. Annual or periodic maintenance costs will not be billed/paid until after:
 - a. Successful completion of training has occurred;
 - b. A successful sixty day performance period has been achieved (section 6.21 – Standards of Performance and Acceptance); and
 - c. The Warren County Information Technology Director formally accepts the system as defined in section 6.1 – Standards of Performance and Acceptance.

6.21 Standards of Performance and Acceptance

System acceptance is dependent upon a sixty (60) day successful standard of performance as defined herein.

This section also applies to the system or part thereof submitted for product evaluation as well as replacement or substitutes for the system and the system which is field modified after the installation site has completed a successful Performance Period.

1. The Performance Period shall begin on the date of complete and successful installation and implementation. The Performance Period shall end when the system has met the standard of performance identified in this RFP for a period of sixty (60) consecutive days by operating in conformance with the Vendor's technical specifications (as set forth in the Vendor's operations manual for the system ordered or as quoted in the Vendor's proposal) and in conformance with this RFP. The County, through its Information Technology Director, will determine if, and when, a successful Performance Period has been achieved based upon the functionality of the software and all related modules.
2. In the event the system does not meet the standard of performance during the initial sixty (60) days, the standard of performance test shall continue on a day-by-day basis until the standard of performance is met for a total of sixty (60) consecutive days.
3. If the system fails to meet the standard of performance after ninety (90) calendar days from the start of the Performance Period, the Vendor shall be in default. The Vendor shall have ten (10) working days to remedy such default notwithstanding Section 6.13 – Default by the Vendor. Such default shall only be remedied when the County agrees that a successful performance period has been completed. In addition to all the other rights and remedies conferred to the County under the Contract (Section 6.14 – Vendor Limitation of Liability and Remedies), the County reserves the right to request replacement of the system or terminate the order.
4. System downtime is that period of time when any part of the system is inoperable due to failure.
5. During a period of downtime, the County may use operable components of the system when such action does not interfere with repair of inoperable components of the system.
6. Downtime shall start from the time the County notifies the Vendor's designated representative of the inoperable system until the system is returned in proper operating condition (rounded to the nearest quarter hour).
7. The system shall not be accepted, nor the balance of charges paid until the Performance Period is complete.
8. Uptime and downtime shall be measured in hours and quarter hours.
9. Should it be necessary, the County may delay the start of the Performance Period, but such delay shall not exceed thirty (30) consecutive days after the installation date. Unless otherwise mutually agreed to by the County and the Vendor, the Performance Period must start not later than the thirty-first (31st) day after the installation date.

6.22 Software Warranty

During the five (5) year maintenance period identified in the maintenance proposal of attachment 2, the Cost Summary, which begins from the date that Standards of Performance and Acceptance of the software are achieved (section 6.21 – Standards of Performance and Acceptance), Vendor warrants that when the software is delivered and installed, it will operate on the specified computer(s) in the manner as described in the relevant software documentation, in the vendor's RFP response, and in the Contract as defined in Section 6.0 – The Contract.

For a period of three years after the date of acceptance of the software, Vendor warrants that it shall:

1. Maintain the software to operate in a manner as described in the relevant software documentation, the Vendor's proposal, and the RFP;

2. Supply technical bulletins and updated user guides as they become available;
3. At the discretion of the County, supply the County with newer versions, updates, improvements, enhancements or modifications to the software and documentation purchased from the Vendor including all applications, utilities and development tools as they become available;
4. Correct or replace the software and/or remedy any programming error (which is attributable to the Vendor);
5. Service the software in a professional manner with qualified personnel.

The Vendor shall provide updated software documentation upon delivery of updated software releases. The Vendor acknowledges that said newer versions, updates, improvements, enhancements, and modifications to the software or documentation shall be subject to the provisions of the Contract.

The Vendor warrants that it shall exert its best efforts to correct a programming error, which is attributable to the Vendor, provided that the County notifies the Vendor of a problem with the software orally or in writing, and that the County provides information sufficient to identify the problem. Such information includes, but shall not be limited to: error diagnostic messages, diagnostic memory dumps, operator console log, data file dumps, application program listing, and other written explanation and documentation of said problem.

6.23 Equal Employment Opportunity

In carrying out the Contract, the Vendor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, color, sex, sexual orientation, age, handicap, or military veteran status. The Vendor shall ensure that applicants are hired, and that employees are treated during employment, without regard to their race, religion, national origin, color, sex, sexual orientation, age, handicap, or military veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

The Vendor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth that the Vendor complies with all applicable federal and state nondiscrimination laws. In all solicitations or advertisements for employees placed by or on behalf of the Vendor, the Vendor shall state that all qualified applicants will receive consideration for employment without regard to race, religion, national origin, color, sex, sexual orientation, age, handicap, or military veteran status. The Vendor shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed in this Contract (other than subcontracts for standard commercial supplies or raw materials), and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

Section 7: Software Requirements

Instructions

Included with the request for proposal package is a requirements list. The provided lists are Microsoft Excel Spreadsheets. Offerors will complete the “Requirement Response” column for each line item (and the “Qualifier Code(s)” and “Comments” columns when applicable). Offerors will return the completed requirements list as part of their proposal. Please note that answering “No” for line items does not necessarily disqualify the product from being chosen, but it may lower the overall score that the County calculates for your responses. Offerors should be prepared to demo any functionality stated.

1. If the requirement/functionality exists out-of-the-box or through configuration of the system performed during implementation, enter a “Yes” in the “Requirement Response” column for each line item.
2. If your answer to a “Requirement Response” is “No,” then please enter the code that best describes your “No” response into the “Qualifier Code(s)” column:

| Code | Description |
|------|--|
| A | Feature can be provided by means of custom modification and Vendor will modify software to provide this requirement as part of the bid price |
| B | Supported in planned future product release (include version number and planned live date in comments section) |
| C | Requires integration with third party product of Vendor; Offeror will include this cost as part of the bid price (state third party product in comments) |
| D | Requirement does not exist in proposed system and there are no means or expectations for the proposed system to meet the requirement |
| E | Other; see comments |

3. Enter additional comments into the “Comments” column as necessary or when instructed.
4. Requirements with blank requirement responses will receive no scoring consideration.

Attachments: Required Forms

1. Cover Page & Form of Offeror’s Proposal
2. Cost Summary Form(s)
3. Software Requirements Response
4. Delinquent Property Taxes Affidavit (O.R.C. 5719.042)
5. Non-Collusion Affidavit
6. Certificate as to Corporate Principal
7. Civil Rights Compliance
8. Vendor Qualifications Overview
9. Software and Implementation Services Reference Form (*Five (5) references for each product being offered*)

PROPOSAL FOR WARREN COUNTY GARAGE FLEET MANAGEMENT SYSTEM WITH IMPLEMENTATION SERVICES

| | |
|-----------------|--|
| OFFEROR: | |
|-----------------|--|

| | |
|-----------------------------|----|
| Not to Exceed Price: | \$ |
|-----------------------------|----|

The undersigned Offeror, _____, having carefully inspected the instructions to offerors as provided in the Warren County, Ohio Request for Proposals for a Garage Fleet Management System with Implementation Services, does hereby provide to Warren County, Ohio the following proposal, at an amount not to exceed the price as indicated, and in accordance with the instructions as contained in the Warren County, Ohio Request for Proposals for a Garage Fleet Management with Implementation Services.

The following documents are included with this proposal:

1. The full name of every person or company interested in the proposal;
2. A properly executed delinquent property tax affidavit;
3. A properly executed non-collusion affidavit;
4. A fully completed County-prescribed Vendor Qualification Form;
5. All other necessary attachments and responses requested in the request for proposals;
6. Five (5) hard copies of the offeror's proposal and one (1) digital copy (in .PDF & Microsoft Office formats on a USB drive).

Signature

Company

Name

Address

Title

Address

Date

City, State, Zip

Cost Summary

Detail of Total Proposal Amount from Cover Page

Garage Fleet Management System with Implementation Services

| |
|-------------------------|
| Name of Offeror: |
|-------------------------|

| 1. System | | | |
|---|--------------------|---------------|------|
| (Either list one price for total system or list core/module pricing separately) | | | |
| Line | Description | Module Detail | Cost |
| 1.1 | Total | | |
| 1.2 | Core System | | |
| 1.3 | Module | | |
| 1.4 | Module | | |
| 1.5 | Module | | |
| 1.6 | Module | | |
| 1.7 | Module | | |
| 1.8 | Module | | |
| 1.9 | Total System Costs | | |

| 2. License & Professional Services Costs | | |
|--|--|------|
| Line | Description | Cost |
| 2.1 | Total Licensing Costs | |
| 2.2 | Data Conversion Costs | |
| 2.3 | Hardware / Software Installation Costs | |
| 2.4 | Training Costs | |
| 2.5 | Total Additional Costs | |

| 3. Software Annual Maintenance / Support Costs | | |
|--|---|------|
| Line | Description | Cost |
| 3.1 | First Year | |
| 3.2 | Second Year | |
| 3.3 | Third Year | |
| 3.4 | Fourth Year | |
| 3.5 | Fifth Year | |
| 3.6 | Total Five Year Maintenance / Support Costs | |

| 4. Other / Misc. Costs | | |
|------------------------|---------------------------|------|
| Line | Specify | Cost |
| 4.1 | | |
| 4.2 | | |
| 4.3 | | |
| 4.4 | | |
| 4.5 | Total Other / Misc. Costs | |

| 5. Total Summary | | |
|------------------|---|------|
| Line | Description | Cost |
| 5.1 | Total System Costs (1.9 From Above) | |
| 5.2 | Total Additional / License & Prof. Service Costs (2.5 From Above) | |
| 5.3 | Total Five Year Maintenance Costs (3.6 From Above) | |
| 5.4 | Total Other / Misc. Costs (4.5 From Above) | |
| 5.5 | Total Not to Exceed Fixed Price | |

Any additional detail or comments to these forms may be provided on subsequent pages by prospective vendors.

| Requirement Code | Category | Sub-Category | Requirement | Requirement Response: This requirement currently exists in the proposed system and is either satisfied out-of-the-box or through configuration of the system performed during the implementation. (Yes/No) | Qualifier Code(s) (Only to be used if requirement response was "No") | Comments |
|------------------|--------------------------|---------------------------------------|---|--|--|----------|
| AA-1 | Application Architecture | Audit Trail | Maintain an audit trail of all user actions that update and access the database including at a minimum, user id, action performed, and time/date stamp | | | |
| AA-2 | Application Architecture | General | System allow user controlled definition and maintenance of system configuration settings, coding, and business rules without requiring programmer intervention to modify. | | | |
| AA-3 | Application Architecture | General | System allows users to have multiple system screens or tabs open within a single user session. | | | |
| AA-4 | Application Architecture | General | System maintains security logs and audit trails distinctly for each concurrent user session. | | | |
| AA-5 | Application Architecture | Help | The System provides a centrally stored and maintained system wide help function. | | | |
| AA-6 | Application Architecture | Help | The System provides context sensitive, field level online help features for all screen elements, screen errors, and error codes. | | | |
| AA-7 | Application Architecture | Help | The System provides table driven error message handling. | | | |
| AA-8 | Application Architecture | Help | The System's error messages point the user to the fields in error. | | | |
| AA-9 | Application Architecture | Mobile | System should be "mobile-friendly" for mobile platforms/environments including iOS and Android or a mobile friendly web version. | | | |
| AA-10 | Application Architecture | Retention | The System provides the capability to purge, archive, and restore inactive records based on user defined criteria and tracking history. | | | |
| AA-11 | Application Architecture | Security | The System provides an efficient, flexible way to control and administer access to all components of the solution using role based security. | | | |
| AA-12 | Application Architecture | Security | The System provides role based security and privileges and access right by position. | | | |
| AA-13 | Application Architecture | Security | The System provides capability to establish "security profiles" or templates by user defined job category or role, and to apply the templates to individuals and the user groups to grant overrides. | | | |
| AA-14 | Application Architecture | Security | The System can restrict display of system functions upon sign in to the system to only the options, functions, menu selections, screens, and data fields to which the user or business unit has rights to. | | | |
| AA-15 | Application Architecture | Security | The Systems logs incidents of invalid password attempts which exceed a system configurable maximum allowable number of attempts capturing user identification entered, type of violation (invalid user id or invalid password or invalid user id and password), and date and time of the violation. | | | |
| AA-16 | Application Architecture | Security | The System allows the system administrator or authorized users to generate a formatted user defined report of invalid password attempts or security violations within the system. | | | |
| AA-17 | Application Architecture | Security | The System disconnects or logs out a user session when it exceeds the allowable period of inactivity as established by the system administrator and configured in the system. | | | |
| AA-18 | Application Architecture | Security | The System will warn a user if they are about to be disconnected due to inactivity in the system. | | | |
| AA-19 | Application Architecture | Usability | All customizations or configurations are automatically reloaded after any updates or patching process. | | | |
| AA-20 | Application Architecture | User Documentation | Officer provides system documentation that is comprehensive, clear, and easy to use. | | | |
| AA-21 | Application Architecture | User Documentation | Officer provides system documentations that contains clear descriptions of all screens, batch processing functions, screen data, and system reports. | | | |
| AA-22 | Application Architecture | User Documentation | Officer provides all system documentation and manuals electronically. | | | |
| AA-23 | Application Architecture | User Documentation | All System documentation and manuals are electronically searchable by keywords, subjects, or screen name. | | | |
| AA-24 | Application Architecture | User Documentation | All System documentation and manuals can be downloaded as one or multiple PDF files for user distribution. | | | |
| AA-25 | Application Architecture | User Interface | Comply with the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) Section 508 standards for accessibility of all system function. | | | |
| AA-26 | Application Architecture | User Interface | The System uses hotkeys consistent across the system. | | | |
| AA-27 | Application Architecture | User Interface | The System uses online help menus consistently across the system. | | | |
| AA-28 | Application Architecture | User Interface | Allow manual entry and also context specific drop-down lists of all valid values for each validated field where appropriate. | | | |
| AA-29 | Application Architecture | User Interface | The System allows users to navigate between multiple related input screens without losing any information input on the original screen. | | | |
| AA-30 | Application Architecture | User Interface | The System allows users to move backward within a menu structure and screens without losing previously entered data. | | | |
| AA-31 | Application Architecture | User Interface | Allow a user to cancel transaction and/or exit any document or screen without saving changes. | | | |
| AA-32 | Application Architecture | User Interface | Support cut and paste for copying data between screens. | | | |
| AA-33 | Application Architecture | User Interface | Provide a display that indicates (e.g. highlights) all required fields for entry on any screen. | | | |
| AA-34 | Application Architecture | Workflows | Allow a user to enter descriptive information in a note field or to upload and attach a file (MS Office Document, PDF, JPEG, etc.) to content items within workflow and store these with user id and date/time stamp. | | | |
| AA-35 | Application Architecture | Workflows | Provide email notifications of workflow items. | | | |
| AA-36 | Application Architecture | Workflows | Allow users to opt in or out of email notifications for applicable workflow items. | | | |
| AA-37 | Application Architecture | Workflows | Track workflow approvals and rejections. | | | |
| AA-38 | Application Architecture | Workflows | System workflows support various user-defined statuses such as approved, rejected, pending, under consideration, etc. | | | |
| FM-1 | Fleet Management | Acquisition, Replacement, and Surplus | Allow for identification of replacement criteria by class and type | | | |
| FM-2 | Fleet Management | Acquisition, Replacement, and Surplus | Allow for transfer of equipment unit into surplus inventory | | | |
| FM-3 | Fleet Management | Acquisition, Replacement, and Surplus | Provide the ability for an authorized user to submit a equipment/vehicle acquisition or replacement request | | | |
| FM-4 | Fleet Management | Acquisition, Replacement, and Surplus | Provide the ability to automate equipment replacement scheduling based on time period mileage, and hours utilized. | | | |
| FM-5 | Fleet Management | Acquisition, Replacement, and Surplus | Identify and report on equipment units meeting replacement criteria | | | |
| FM-6 | Fleet Management | Acquisition, Replacement, and Surplus | Provide the ability to view current depreciated value to determine surplus timing as it relates to life-to-date maintenance expenditures | | | |
| FM-7 | Fleet Management | Acquisition, Replacement, and Surplus | Record sale of surplus property | | | |
| FM-8 | Fleet Management | Acquisition, Replacement, and Surplus | Provide a workflow process for addition of assets to inventory, transferring of assets from one unit to another, and placement of assets into the field. When assets are relocated, they need to manage and track the organization unit assigned and the new location of the asset | | | |
| FM-9 | Fleet Management | Acquisition, Replacement, and Surplus | Provide a workflow process for retirement and disposal of assets | | | |
| FM-10 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Requestor | | | |
| FM-11 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Date Requested | | | |
| FM-12 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Authorized Approver | | | |
| FM-13 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Date Approved | | | |
| FM-14 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Requested Equipment Type | | | |
| FM-15 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Requested manufacturer/model (as applicable with justification) | | | |
| FM-16 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: Location where equipment unit will be assigned | | | |
| FM-17 | Fleet Management | Acquisition, Replacement, and Surplus | Capture the following information for an acquisition/replacement request: date required by | | | |
| FM-18 | Fleet Management | Acquisition, Replacement, and Surplus | Calculate estimated replacement cost based on purchase price, estimated salvage value, estimated sale price and depreciation | | | |
| FM-19 | Fleet Management | Acquisition, Replacement, and Surplus | Route approval of an acquisition/replacement request based on class, type, unit, estimated cost, and other user defined business rules | | | |
| FM-20 | Fleet Management | Acquisition, Replacement, and Surplus | Provide approval routing for both internal agency approvals and any required external agency approvals | | | |
| FM-21 | Fleet Management | Availability Usage and Downtime | Record downtime, showing user defined reason for downtime (down for maintenance, down for parts, absence of a certified operator, etc.) | | | |
| FM-22 | Fleet Management | Availability Usage and Downtime | Provide for tracking of downtime from the time the vehicle is delivered for repair until the time the operator is notified of completion of the repair/maintenance | | | |
| FM-23 | Fleet Management | Availability Usage and Downtime | Provide means to stop and restart downtime if a vehicle is worked on, then released, then brought back into the shop and worked on again on the same work order | | | |
| FM-24 | Fleet Management | Availability Usage and Downtime | Calculate downtime by class, type, manufacturer, make, model and individual equipment unit based on user established parameters | | | |
| FM-25 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by class | | | |
| FM-26 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by type | | | |
| FM-27 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by manufacturer | | | |
| FM-28 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by model type | | | |
| FM-29 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by work order type | | | |
| FM-30 | Fleet Management | Availability Usage and Downtime | Provide downtime analysis by user defined downtime reason, including or excluding non-working hours, weekends, and holidays on work total and averages by major component | | | |
| FM-31 | Fleet Management | Availability Usage and Downtime | Allow comparison of downtime and availability for different manufacturers, makes, and models within an equipment type by life-to-date or another user-defined date range | | | |
| FM-32 | Fleet Management | Availability Usage and Downtime | Provide notification and/or flags to alert when a piece of equipment has been in a status for an extended period of time (e.g. idle or down) | | | |
| FM-33 | Fleet Management | Cost and Billing | Support allocation of vehicle operating cost to projects, grants, and overhead accounts. | | | |
| FM-34 | Fleet Management | Cost and Billing | Support billing based on a number of parameters including flat rate; usage rate; actual cost of labor, parts, fuel, and/or insurance; and any variance of fixed and actual cost. | | | |
| FM-35 | Fleet Management | Cost and Billing | Support billing for a fixed monthly cost such as equipment replacement cost. | | | |
| FM-36 | Fleet Management | Cost and Billing | Assign equipment units to various cost allocation pools. | | | |
| FM-37 | Fleet Management | Cost and Billing | Provide for the billing period to be user definable at the individual fleet/equipment unit level. | | | |
| FM-38 | Fleet Management | Cost and Billing | Allow parts to be billed at cost or at an agency specific mark-up percent. | | | |
| FM-39 | Fleet Management | Cost and Billing | Provide ability to generate a detailed statement for each billing period showing the agency or agency unit cost by fleet/equipment unit; report must be able to be requested by various user defined criteria such as agency unit, fleet type, maintenance shop, fleet/equipment unit owner, etc. | | | |
| FM-40 | Fleet Management | Cost and Billing | Track and report revenue by unit. | | | |
| FM-41 | Fleet Management | Cost and Billing | Provide a separate statement billing for accident and driver abuse repairs. | | | |
| FM-42 | Fleet Management | Cost and Billing | Ability to generate quotes for a repair. | | | |
| FM-43 | Fleet Management | General | Support vehicle and equipment usage rates. | | | |
| FM-44 | Fleet Management | General | Support specific repair codes/activities. | | | |
| FM-45 | Fleet Management | General | Support specific labor rates. | | | |
| FM-46 | Fleet Management | General | Support preventative maintenance schedule by fleet/equipment types and fleet/equipment unit. | | | |
| FM-47 | Fleet Management | General | Support owners of various types of fleet/equipment units. | | | |
| FM-48 | Fleet Management | General | Support workflows for work orders and other approvals. | | | |
| FM-49 | Fleet Management | General | Support management of one or multiple vehicle/equipment pools. | | | |
| FM-50 | Fleet Management | General | The ability to track vehicle transfers. | | | |
| FM-51 | Fleet Management | General | Restrict system capabilities by user's defined roles/responsibilities. | | | |
| FM-52 | Fleet Management | General | Utilize available fleet/equipment information to compare needed versus actual equipment, costing of work orders and daily work accomplishments, and tracking condition and replacement needs. | | | |
| FM-53 | Fleet Management | General | Provide capability to search the fleet/equipment inventory by multiple parameters including but not limited to; VIN or other unique identifier, fleet/equipment type, manufacturer, make, model, miles driven, hours used, etc. | | | |
| FM-54 | Fleet Management | General | Allow for re-numbering of fleet/equipment units and retain history (repair, accident, preventive maintenance) | | | |
| FM-55 | Fleet Management | Inventory | Store warranties for equipment and parts. | | | |
| FM-56 | Fleet Management | Inventory | Store and track year manufactured. | | | |
| FM-57 | Fleet Management | Inventory | Store and track number of doors. | | | |
| FM-58 | Fleet Management | Inventory | Store and track license tag. | | | |
| FM-59 | Fleet Management | Inventory | Store and track fuel type. | | | |
| FM-60 | Fleet Management | Inventory | Store and track fuel capacity. | | | |
| FM-61 | Fleet Management | Inventory | Store and track bucket/cubic yards. | | | |
| FM-62 | Fleet Management | Inventory | Store and track gross vehicle weight rating (GVWR). | | | |
| FM-63 | Fleet Management | Inventory | Store and track acquisition method (purchase, donation, other). | | | |
| FM-64 | Fleet Management | Inventory | Store and track unit received date. | | | |
| FM-65 | Fleet Management | Inventory | Track passenger vehicles. | | | |
| FM-66 | Fleet Management | Inventory | Track light duty trucks. | | | |
| FM-67 | Fleet Management | Inventory | Track construction equipment/vehicles. | | | |
| FM-68 | Fleet Management | Inventory | Track maintenance equipment. | | | |
| FM-69 | Fleet Management | Inventory | Track trailers. | | | |
| FM-70 | Fleet Management | Inventory | Track other unique equipment classes/types defined by authorized users. | | | |
| FM-71 | Fleet Management | Inventory | Allow authorized users to define attributes that must be captured for each equipment class. For each equipment class, this includes required attributes and optional attributes. | | | |
| FM-72 | Fleet Management | Inventory | Store and track oil capacity. | | | |
| FM-73 | Fleet Management | Inventory | Store and track tire sizes. | | | |
| FM-74 | Fleet Management | Inventory | Store and track transmission type. | | | |
| FM-75 | Fleet Management | Inventory | Store and track engine types (gas, hybrid, electric, diesel). | | | |
| FM-76 | Fleet Management | Inventory | Store and track engine size. | | | |
| FM-77 | Fleet Management | Inventory | Store and track optional equipment. | | | |
| FM-78 | Fleet Management | Inventory | Store and track warranty information. | | | |

| Requirement | Category | Sub-Category | Requirement | Requirement Response: This requirement currently exists in the proposed system and is either satisfied out-of-the-box or through configuration of the system performed during the implementation. (Yes/No) | Qualifier Code(s) (Only to be used if requirement response was "No") | Comments |
|-------------|----------------------|--------------------------|--|--|---|----------|
| FM-79 | Fleet Management | Inventory | Store and track license/permit renewal information. | | | |
| FM-80 | Fleet Management | Inventory | Store and track employee that equipment is assigned to. | | | |
| FM-81 | Fleet Management | Inventory | Provide the ability for an authorized user to create templates for each specific fleet/equipment type to facilitate entry and maintenance of equipment units into the system. | | | |
| FM-82 | Fleet Management | Inventory | Allow system administrator or other authorized users to define user roles and responsibilities for each equipment type (add, maintain, delete units from inventory, transfer, perform/record maintenance, etc.). | | | |
| FM-83 | Fleet Management | Inventory | Provide the ability to assign add on components to a fleet/equipment unit. | | | |
| FM-84 | Fleet Management | Inventory | Maintain a history of any accidents associated with a fleet/equipment unit. | | | |
| FM-85 | Fleet Management | Inventory | Allow a fleet class owner for an agency to create a template for entering accidents for a specific fleet class and/or fleet/equipment type. | | | |
| FM-86 | Fleet Management | Inventory | Store and track unit seating. | | | |
| FM-87 | Fleet Management | Inventory | Store and track unit color. | | | |
| FM-88 | Fleet Management | Inventory | Store and track multiple colors on the same unit. | | | |
| FM-89 | Fleet Management | Inventory | Store and track unit dimensions. | | | |
| FM-90 | Fleet Management | Inventory | Store and track unit wheelbase. | | | |
| FM-91 | Fleet Management | Inventory | Store and track front, rear, or four wheel drive. | | | |
| FM-92 | Fleet Management | Inventory | Store and display equipment manufacturer. | | | |
| FM-93 | Fleet Management | Inventory | Store and display equipment make. | | | |
| FM-94 | Fleet Management | Inventory | Store and display equipment model. | | | |
| FM-95 | Fleet Management | Inventory | Store and display equipment serial number where applicable. | | | |
| FM-96 | Fleet Management | Inventory | Store at least 30 preventive maintenance schedules applicable for each equipment unit; preventive maintenance schedules must be supported for time and/or miles/hours. | | | |
| FM-97 | Fleet Management | Inventory | Store and display location of equipment unit. | | | |
| FM-98 | Fleet Management | Inventory | Store and display any history of who the equipment unit was assigned to. | | | |
| FM-99 | Fleet Management | Inventory | Store date and information history for any accidents involving equipment. | | | |
| FM-100 | Fleet Management | Labor | Track all labor transactions in real-time as the mechanic logs repairs. | | | |
| FM-101 | Fleet Management | Labor | Prepare efficiency reports which measure how a mechanic's performance compares with one or more user-defined standards. | | | |
| FM-102 | Fleet Management | Labor | Provide the ability to view work in progress as well as all work completed for a specified day by a specified mechanic. | | | |
| FM-103 | Fleet Management | Labor | Produce labor averages by repair types and individual mechanic. | | | |
| FM-104 | Fleet Management | Parts Inventory | Maintain year to date and file to date history. | | | |
| FM-105 | Fleet Management | Parts Inventory | Provide search capabilities of all parts by part type, agency part number, manufacturer's part number, alternate part number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and available on hand. | | | |
| FM-106 | Fleet Management | Parts Inventory | Provide the capability to integrate with bar code scanners to receive, transfer, adjust, and charge out parts inventory. | | | |
| FM-107 | Fleet Management | Parts Inventory | Track information on annual part usage, type of usage, and equipment that the part is normally issued to. | | | |
| FM-108 | Fleet Management | Parts Inventory | Track the issuance of all stocked and non-stocked parts to a specific unit. | | | |
| FM-109 | Fleet Management | Parts Inventory | Maintain inventory history including transfers and adjustments. | | | |
| FM-110 | Fleet Management | Parts Inventory | Provide a range of audit user/date tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, etc. | | | |
| FM-111 | Fleet Management | Parts Inventory | Track information on annual inventory usage, the type of usage, and the work activities the material or other item is normally used for. | | | |
| FM-112 | Fleet Management | Parts Inventory | Store and display manufacturer part, material, or item number. | | | |
| FM-113 | Fleet Management | Parts Inventory | Store and display item description. | | | |
| FM-114 | Fleet Management | Parts Inventory | Store location and volume of inventory items. | | | |
| FM-115 | Fleet Management | Parts Inventory | Display/report purchases and receipts by vendor for all parts, one or more types of parts or a specific part for the fiscal year or other user-defined time period. | | | |
| FM-116 | Fleet Management | Parts Inventory | Provide ability to change a part number and have that change be reflected for all historical data. | | | |
| FM-117 | Fleet Management | Parts Inventory | Price parts issued to work orders at a moving average. | | | |
| FM-118 | Fleet Management | Parts Inventory | Generate a surplus parts report which can track lack of activity for user-defined periods of time. | | | |
| FM-119 | Fleet Management | Parts Inventory | Provide support for ABC classification of parts. | | | |
| FM-120 | Fleet Management | Parts Inventory | Store part cross reference fields. | | | |
| FM-121 | Fleet Management | Preventative Maintenance | Track and identify fleet/equipment units due for preventative maintenance. | | | |
| FM-122 | Fleet Management | Preventative Maintenance | Generate a listing of fleet and equipment units and components that are due for maintenance based on user defined parameters. | | | |
| FM-123 | Fleet Management | Preventative Maintenance | Track labor hours used to perform preventative maintenance. | | | |
| FM-124 | Fleet Management | Preventative Maintenance | Notify designated organization contacts via email when their unit is due for preventative maintenance (allow administrator or authorized user defined list of email tied to specific units). | | | |
| FM-125 | Fleet Management | Preventative Maintenance | Notify designated organization contacts via email when their unit is due under a factory recall (allow administrator or authorized user defined list of email tied to specific units). | | | |
| FM-126 | Fleet Management | Preventative Maintenance | Display trend analysis in regard to a designated contact's timeliness in response to scheduled preventative maintenance. | | | |
| FM-127 | Fleet Management | Preventative Maintenance | Automatically schedule preventative maintenance procedures for equipment units. | | | |
| FM-128 | Fleet Management | Preventative Maintenance | Notify designated organization contacts via email when their unit's preventative maintenance is complete (allow administrator or authorized user defined list of email tied to specific units). | | | |
| FM-129 | Fleet Management | Preventative Maintenance | Automatically update the next maintenance date without any manual intervention based on user-specified maintenance frequency. | | | |
| FM-130 | Fleet Management | Preventative Maintenance | Provide the ability to schedule unlimited maintenance activities per unit. | | | |
| FM-131 | Fleet Management | Repairs | Maintain a repair history. | | | |
| FM-132 | Fleet Management | Repairs | Provide the ability to quickly reference complete unit repair history without generating a report. | | | |
| FM-133 | Fleet Management | Repairs | Provided the ability to search and query repair history by a number of user-defined parameters including fleet class, fleet type, manufacturer, fleet unit number, repair date ranges, etc. | | | |
| FM-134 | Fleet Management | Reporting | Produce a listing/inventory of equipment unit assignments by agency/department. | | | |
| FM-135 | Fleet Management | Reporting | Produce a listing/inventory of equipment unit assignment by employee/person. | | | |
| FM-136 | Fleet Management | Reporting | Produce equipment unit report by various user defined parameters including: class, department, broken out by make, model, year, fuel type, GVW, engine type/size, transmission type, radio type, or any other attributes of the unit. | | | |
| FM-137 | Fleet Management | Reporting | Produce a report that lists equipment unit statuses. | | | |
| FM-138 | Fleet Management | Reporting | Provide an equipment usage report showing vehicles driven a certain number of miles as defined by the user with no preventive maintenance. | | | |
| FM-139 | Fleet Management | Reporting | Provide a report of equipment units with no activity/usage within a given time period. | | | |
| FM-140 | Fleet Management | Reporting | Provide preventive maintenance reports for any combination of type and interval (monthly, quarterly, etc.) | | | |
| FM-141 | Fleet Management | Reporting | Report number of preventive maintenance operation performed in a given time by equipment type. | | | |
| FM-142 | Fleet Management | Reporting | Provide life-to-date cost report per unit/vehicle including repair cost, operational cost, maintenance cost, and administrative cost. | | | |
| FM-143 | Fleet Management | Reporting | Provide a replacement unit report including units by type over certain time in service and/or mileage limits. | | | |
| FM-144 | Fleet Management | Reporting | Provide a component/part usage report showing component/part operated over a certain amount of time or mileage with no preventive maintenance. | | | |
| FM-145 | Fleet Management | Reporting | Prepare a repair history report by component/part and by vendor supplying component/part. | | | |
| FM-146 | Fleet Management | Reporting | Provide a report showing the number of scheduled and unscheduled work orders for a user defined time period. | | | |
| FM-147 | Fleet Management | Reporting | Provide a report showing the number of work orders by reason, subassembly, and/or repair type for a user defined period of time. | | | |
| FM-148 | Fleet Management | Reporting | Provide a report of open work orders by status, type and/or shop (pending, waiting on parts, etc.) | | | |
| FM-149 | Fleet Management | Reporting | Provide a report showing repeat work orders on the same unit for the last specified period of time (e.g. 30, 60, or 90 days). | | | |
| FM-150 | Fleet Management | Reporting | Provide equipment down time report by summary or detail for user defined time periods for class, type, preventive maintenance code, and down time reason. | | | |
| FM-151 | Fleet Management | Reporting | Provide a warranty usage report including savings associated with warranty work. | | | |
| FM-152 | Fleet Management | Reporting | Prepare accountability report that details all work by a mechanic for any user defined period of time. | | | |
| FM-153 | Fleet Management | Reporting | Allow classification of tires by types (recap, airless, solid, etc.) | | | |
| FM-154 | Fleet Management | Tire | Track tire costs by type. | | | |
| FM-155 | Fleet Management | Tire | Support comparison of tire makes and models. | | | |
| FM-156 | Fleet Management | Tire | Track tire tread wear by type. | | | |
| FM-157 | Fleet Management | Tire | Track warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles. | | | |
| FM-158 | Fleet Management | Warranty Management | Track equipment status changes. | | | |
| FM-159 | Fleet Management | Work Orders | Create printable work orders. | | | |
| FM-160 | Fleet Management | Work Orders | Track labor associated with a work order. | | | |
| FM-161 | Fleet Management | Work Orders | Allow user to add notes to work orders. | | | |
| FM-162 | Fleet Management | Work Orders | Allow authorized users to define rates for repair services. | | | |
| FM-163 | Fleet Management | Work Orders | Provide the ability to create workflows for work request and job estimate review and approval based on user defined business rules and thresholds. | | | |
| FM-164 | Fleet Management | Work Orders | Allow equipment unit operator/borrower or authorized user to generate a work request for a required repair or service. | | | |
| FM-165 | Fleet Management | Work Orders | Capture nature of the problem, service, repair, and severity of generated work requests. | | | |
| FM-166 | Fleet Management | Work Orders | Allow users to add additional repairs to existing work orders. | | | |
| FM-167 | Fleet Management | Work Orders | Allow files to be attached to the work order (e.g. pictures). | | | |
| FM-168 | Fleet Management | Work Orders | Provide the ability for workflows to be set up based on user defined business processes that allow work orders to be routed to a requester/owner's supervisor or other authorized user for approval. | | | |
| FM-169 | Fleet Management | Work Orders | Route work orders from operators to the maintenance shop for review based on user defined business rules. | | | |
| FM-170 | Fleet Management | Work Orders | Capture estimated costs for work orders (parts, labor, other costs, etc.) | | | |
| FM-171 | Fleet Management | Work Orders | Support multiple repair types per work order. | | | |
| FM-172 | Fleet Management | Work Orders | Allow repairs to be flagged as negligence of others (e.g. traffic accidents, vandalism, misuse, etc.) | | | |
| FM-173 | Fleet Management | Work Orders | Allow shop supervisor to view each mechanic's current work queue with details about assigned jobs, estimated completion times for each job, and estimated availability time. | | | |
| FM-174 | Fleet Management | Work Orders | Allow a maintenance shop supervisor to identify options for assignment of a work order based on skill set and level of mechanic. | | | |
| FM-175 | Fleet Management | Work Orders | Allow supervisor or authorized user to adjust the priority of a work order by moving the work order up in the work queue. | | | |
| FM-176 | Fleet Management | Work Orders | Allow multiple mechanics to be assigned to a single repair order. | | | |
| FM-177 | Fleet Management | Work Orders | Identify and display all warranties and preventive maintenance as part of a work order. | | | |
| FM-178 | Fleet Management | Work Orders | Generate part list and maintenance procedures with work orders. | | | |
| FM-179 | Fleet Management | Work Orders | Allow mechanic to indicate work order completion. | | | |
| FM-180 | Fleet Management | Work Orders | Allow authorized users to review and approve work order as completed. | | | |
| FM-181 | Fleet Management | Work Orders | System is capable of searching for work orders by a number of parameters including equipment identification number, status, date range, work order type, equipment type, make, model, etc. | | | |
| FM-182 | Fleet Management | Work Orders | Track maintenance against the warranty associated with each piece of equipment and/or component. | | | |
| FM-183 | Fleet Management | Work Orders | Offeror provides customer service and technical support for the system between 7:30 a.m. to 5:00 p.m. Eastern Time Monday Through Friday. | | | |
| G-1 | General | General | Provide a wide range of pre-defined reports that support day-to-day fleet management, work management, planning, and budgeting for business functions. | | | |
| MR-1 | Management Reporting | General | Provide tools within the system to configure new user defined reports. | | | |
| MR-2 | Management Reporting | General | Provide an ad-hoc query tool within the system. | | | |
| MR-3 | Management Reporting | General | System shows key performance indicators and other organizational performance data on a user-friendly and customizable dashboard. | | | |
| MR-4 | Management Reporting | General | Provide users with a personalized report portal that allows access to only those reports that the user is authorized to see consistent with role-based security definitions. | | | |
| MR-5 | Management Reporting | General | Provide users with a personalized report portal that contains a list of saved personalized reports and ad-hoc queries that the user has authority to either create or modify in the user's personal reports list. | | | |
| MR-6 | Management Reporting | General | Allow users to share saved personalized reports and ad-hoc queries for use by another user. | | | |
| MR-7 | Management Reporting | General | Allow users to export reports in various formats (pdf, Excel, etc.) | | | |
| MR-8 | Management Reporting | General | Allow users to search within a report's output/results set. | | | |
| MR-9 | Management Reporting | General | Present report data in tabular and graphical formats. | | | |
| MR-10 | Management Reporting | General | Support report of query and report results as an external database (e.g. SQL Server readable format). | | | |
| MR-11 | Management Reporting | General | Provide the ability to create and specify report templates. | | | |
| MR-12 | Management Reporting | General | | | | |

| Requirement Code | Category | Sub-Category | Requirement | Requirement Response: This requirement currently exists in the proposed system and is either satisfied out-of-the-box or through configuration of the system performed during the implementation. (Yes/No) | Qualifier Code(s) (Only to be used if requirement response was "No") | Comments |
|------------------|------------------------|-------------------------|--|--|---|----------|
| MR-13 | Management Reporting | General | Provide graphical report layout tools and drag-and-drop features to assist users in formatting reports and inquiries. | | | |
| MR-14 | Management Reporting | General | Allow users to build ad-hoc queries to report on any fields in the system for which they are authorized using one or more of a combination of different criteria; provide online access to a data dictionary showing data element and table to assist query building. | | | |
| TA-1 | Technical Architecture | Business Continuity | Provide an architecture which supports fail-over to a parallel load-balanced environment on a real-time basis. | | | |
| TA-2 | Technical Architecture | Business Continuity | Provide a system design architecture to ensure that normal system operations are restored within four hours of a catastrophic disruption of a production system encompassing 99% of the time. | | | |
| TA-3 | Technical Architecture | Business Continuity | Provide the capability to perform full backups, incremental backups, and recovery capabilities for data and application components. Back ups shall not require maintenance windows; back ups shall be able to function in the background of production and not impact system availability. | | | |
| TA-4 | Technical Architecture | Business Continuity | Provide a system design which supports the capability to provide disaster recovery at an off-site location. | | | |
| TA-5 | Technical Architecture | Data Integration | Provide capability for bulk data uploads/imports from CSV or through API calls. | | | |
| TA-6 | Technical Architecture | Data Integration | Support multiple data-transfer methods such as XML, JSON, CSV, and flat files. | | | |
| TA-7 | Technical Architecture | Data Integration | Generate an error report for any validation issues or other errors identified during execution of a data load or an interface program. | | | |
| TA-8 | Technical Architecture | Data Integration | Display validation errors on line within a job history function or report. | | | |
| TA-9 | Technical Architecture | Data Integration | Place records not passing validation into suspense file or table within the software solution. | | | |
| TA-10 | Technical Architecture | Data Integration | Allow correction of suspended records within the software solution. | | | |
| TA-11 | Technical Architecture | Database | Maintain referential integrity of data through either database referential integrity declarations or application code. | | | |
| TA-12 | Technical Architecture | Database | Support data replication, load balancing, and synchronization across multiple physical or virtual servers as appropriate. | | | |
| TA-13 | Technical Architecture | Database | Leverage DBMS database features and database and application design to reduce contention between update by online users and those of concurrently running batch processes. | | | |
| TA-14 | Technical Architecture | Database | Ensure in a two user scenario when both users retrieve data and attempt to update data one after another, to avoid loss of updates and/or to avoid overwriting of each other's data the system must notify the second user as the data is being updated by the first user (provide selection of "First in wins", "Last", etc.) | | | |
| TA-15 | Technical Architecture | Database | Provide structured query language (SQL) capabilities for database queries. | | | |
| TA-16 | Technical Architecture | General | Solution is capable of scaling with more or less concurrent users and data storage as needed. | | | |
| TA-17 | Technical Architecture | General | System design architected to allow system availability on a continuous basis (i.e. 24x7). Support high availability including during patches and updates. | | | |
| TA-18 | Technical Architecture | General | System provides web browser based interface. | | | |
| TA-19 | Technical Architecture | General | Deliver content via the current and most recent supported browser versions that include Microsoft Edge, Google Chrome, and Mozilla Firefox. | | | |
| TA-20 | Technical Architecture | General | Ensure that content can be delivered via a web browser without requiring browser security settings to be lowered beyond typical industry standards in order for system functionality to perform properly. | | | |
| TA-21 | Technical Architecture | General | Deliver content via browser without Active X or plug-in support (such as JAVAX Runtime environment, Adobe Flash, etc.) | | | |
| TA-22 | Technical Architecture | General | Deliver content via web browser capability available on the iOS and Android. | | | |
| TA-23 | Technical Architecture | Technical Documentation | Include screen definitions and descriptions in technical documentation. | | | |
| TA-24 | Technical Architecture | Technical Documentation | Include audit trail management documentation in technical system documentation. | | | |
| TA-25 | Technical Architecture | Technical Documentation | Include security administration documentation in technical system documentation. | | | |
| TA-26 | Technical Architecture | Technical Documentation | Include installation documentation in technical system documentation. | | | |
| TA-27 | Technical Architecture | Technical Documentation | Include workflow process and administration documentation in technical system documentation. | | | |
| TA-28 | Technical Architecture | Technical Documentation | Include disaster recovery procedures in technical system documentation. | | | |

| Requirement Code | Category | Sub-Category | Requirement | Requirement Response: This requirement currently exists in the proposed system and is either satisfied out-of-the-box or through configuration of the system performed during the implementation. (Yes/No) | Qualifier Code(s) (Only to be used if requirement response was "No") | Comments |
|------------------|----------|--------------|-------------|--|---|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 OF THE OHIO REVISED CODE

STATE OF _____ }
COUNTY OF _____ } SS:

Personally appeared before me the undersigned, an offeror of a competitive sealed proposal for _____, for a _____ contract to be let by Warren County, Ohio,
(Name of Firm) (Type of Product or Service)

who, being duly cautioned and sworn makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

- 1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.
2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that section of the Ohio Revised Code.

Signature

Title

Subscribed and sworn before me this _____ day of _____, 2022.

Notary Public

My commission expires _____

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
COUNTY OF _____ } SS:

_____, being first duly sworn, deposes and says that:
(Name)

- 1. He/she is _____ of _____, the Offeror that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this Affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted, or to refrain from making a proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Offeror, firm, or person to fix the price or prices in the attached Proposal, or of any other Offeror, or to fix any overhead, profit, or cost element of the Proposal price or Proposal price of any other Offeror, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the Board of County Commissioners of Warren County, Ohio or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Proposal are fair and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

Signature

Title

Subscribed and sworn before me this _____ day of _____, 2022.

Notary Public

My commission expires _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the corporation named as Principal in the within bond; that _____, who signed the said bond on behalf of the Principal was then _____ of said corporation; that I know this signature, and his signature thereto is genuine, and that said bond was duly signed, sealed and attested to for and in behalf of said corporation by authority of its governing body.

Signature

(Corporate Seal)

Title

CIVIL RIGHTS COMPLIANCE CERTIFICATE

Vendor agrees that in the performance of the agreement to provide a Garage Fleet Management System and implementation services for Warren County, Ohio, there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Name of Company

Signature of Representative of Vendor

Date

Vendor Qualifications Overview

The County intends to evaluate each offeror's qualifications as part of the overall evaluation process. As a result, please provide the following information:

Company Name: _____

Parent Company Name (If applicable): _____

Years in Business: _____

| Number of Employees | |
|-------------------------|--|
| Administration | |
| Marketing | |
| Software Support | |
| Software Development | |
| Installation / Training | |
| Other | |

| Garage Fleet Management Systems (Installations Similar to One Being Proposed) | |
|--|--|
| Total Installations | |
| Total County Installations | |
| Total Ohio County Installations | |

The County seeks a meaningful, substantive, and long-term relationship with the selected software provider and realizes that a vital resource will be the vendor's staff members. Please provide biographies of key staff members, including the company's president, financial division managers, and any staff members who will be involved in the Warren County project. Include key facts about each person, such as length of employment with the vendor, job responsibilities, certifications held, and past experience with Ohio governments.

In addition, please provide:

- The most recent audited financial statements of the company
- A list of all current customers
- A list of notable company awards or certifications

Software and Implementation Services Reference Form

Please provide at least five (5) references for the software that most closely reflects similar projects to Warren County's scope of work which have been completed within the past three (3) years. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live". Please use the following format in submitting references.

General Background

| | |
|------------------------------|---------------------------|
| Name of Government & Agency: | Phone: |
| Address: | Email: |
| Customer Project Manager: | Title: |
| Service Dates: | Software Program/Version: |
| Summary of Project: | |
| | |
| | |
| Operating Budget: | Number of Employees: |

Project Scope

| | |
|---|------------------------------|
| Conversion (Yes/No): | |
| Database Platform that Data Was Converted From: | |
| Training (Yes/No): | How many employees trained?: |
| Duration of Training Period (time between date of first class and last class)?: | |

Duration of Implementation Period?

Date from which you began implementing, installing, and training to when the system was fully implemented, installed, and all applicable staff trained; i.e. the *Go Live* date

Technology Implemented

| |
|--------------------|
| Hardware Platform: |
| Database Platform: |
| Operating System: |

If there is other pertinent information about this project that you would like to share, please attach additional pages.



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

**REQUEST FOR PROPOSALS FOR
GARAGE FLEET MANAGEMENT SYSTEM WITH IMPLEMENTATION SERVICES**

Sealed proposals for Garage Fleet Management System With Implementation Services are to be sent to Warren County Information Technology, Attention: Joshua Miller, 406 Justice Drive, Lebanon, OH 45036 no later than Tuesday, September 6, 2022 @ 9:00 a.m.

The purpose of the RFP is to select a reliable vendor to install a Garage Fleet Management System. This new system includes system software, application software, utilities, training, implementation services, maintenance, and documentation. The intent of procuring new systems is to enhance information access and increase staff efficiency and effectiveness in the services they provide.

Proposal documents are available online at the Warren County's Website at <https://www.co.warren.oh.us/commissioners/Bids/> . Questions regarding the proposal documents should be directed to Joshua Miller, IT Business Analyst, at Joshua.miller@co.warren.oh.us

This notice is posted on the Warren County website. The Warren County website can be accessed at <https://www.co.warren.oh.us/commissioners/Bids/> . To access project information, click on the project you wish to obtain information about. Please contact the Warren County Commissioners Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing bid project information on our web site.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk