



## **Procurement and Contracting Services**

### **Request for Proposals for a Fleet Services Management System**

#### **ADDENDUM #1**

**Please mark all proposal submission  
Envelopes with the following information**

**Sealed RFP # L192406  
Due on December 1, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the technical question period ending on November 16, 2023 at 12:00PM MST:

1. Would The University of Arizona be open to working with a Canadian-based Organization?

**UA Response:** Yes.

2. Regarding section “5.1.3.1 Ability to track time and labor employees.”

- a) What are the elements that constitute the “time” component?

**UA Response:** The University of Arizona is seeking to track labor at the ticket level not at the individual tasks associated with the ticket (example: for an oil change ticket we do not need to know how long it took to change a filter, but instead looking to see how long it took to complete the oil change ticket as a whole). The elements that constitute time is expected to be the amount of man hours per individual associated with the ticket.

- b) Which labor employee activities is the University of Arizona seeking to track?

**UA Response:** Labor associated with tickets.

3. Regarding section “5.1.4.1 Inventory control and tracking for Garage parts inventory. What are The University of Arizona’s requirements regarding tracking garage parts inventory?

**UA Response:** Garage parts inventory tracking includes but is not limited to:

- Part types (battery, light bulbs, etc.)
- Part numbers
- BIN or location numbers
- Item descriptions
- Quantity
- Cost associated with the part.

The expectation of the selected system is to be able to enter new inventory via a part number and would run that number against a parts database (created over time within the system or provided by the vendor) to auto populate part attribute information (listed above).

4. Regarding sections “5.1.2.1 Capable of creating invoices for Motor Pool rentals..” and “5.1.8 Motor Pool rentals. Is The University of Arizona looking for an integration with its financial system for Motor Pool rental invoices, or built into the new Fleet Services Management System?

**UA Response:** An integration with the financial system (currently Quali)

5. Regarding section “5.1.7.1 The current fuel systems in use are Petro Vend with Gasboy dispensers”

- a. Would it be possible to obtain any documentation pertaining to the technical architecture of your current fuel systems that we will be integrating with?  
**UA Response:** We can provide the public data sheet ([here](#)) and manual from the vendor ([here](#)) that gives a high-level overview of the fuel control system.
  - b. Could you elaborate on how your overall system is configured and set up for our better understanding of the integration process?  
**UA Response:** Currently, the transactional data is manipulated and copied from Petro Vend system and data is transferred into the current Fleet Services Management System (which is the solution we are seeking to replace or upgrade). This system needs to be able to receive a flat file upload or directly integrate with the fuel control system.
6. What is The University of Arizona's allocated budget for this proposal?  
**UA Response:** The University is inviting vendors to provide their best pricing for the solutions requested.
  7. Are there any old GPS devices that need to be removed from vehicles?  
**UA Response:** No.
  8. Can you provide a List of vehicles with model and year?  
**UA Response:** We can when a solution is identified.
  9. Will the vehicles all be in one location for the roll out of the system?  
UA Response:  
**UA Response:** During the implementation every vehicle will check in at a centralized location.
  10. Can you provide a breakdown of trailers, carts, and vehicles?  
**UA Response:** There are roughly 1,500 assets that need to be tracked. We can provide additional information after a solution is identified.
  11. What is the number of users of the application?  
**UA Response:** Roughly 30 users, with the expectation that we should be able to expand.
  12. How many drivers are there?  
**UA Response:** The entire University of Arizona campus community could potentially be a driver (roughly 16,000 employees, 50,000 students).
  13. We can bill the subscription costs monthly or annually. So do we have to provide both the options or can we just provide annual pricing?  
**UA Response:** Please provide annual pricing.

14. Is there a preference regarding who hosts the solution i.e. the vendor or the University?

**UA Response:** Vendor Hosted – SaaS

15. Regarding 25 custom reports. Are the 25 reports known today? Can they be listed? Or, is the request's intent to ensure custom hours are available for some level of unique report development?

**UA Response:** The expectation is that standard fleet management reports are available (Ex. depreciation reports, vehicle usage reports, work order status report, etc.) and if needed custom reports could be generated by the vendor.

16. Regarding section 1.2 "Coverage and Participation" would there be interest in other universities sharing a single hosted environment at some point with the intent of costs sharing/savings?

**UA Response:** Not currently.

17. Are there plans to deploy an automated key management solution in the future?

**UA Response:** Possibly.

**End of addendum, all else remains the same.**